Automated Standard Application for Payments

ASAP$_{sm}$

The ASAP Guide
for
Federal Agency Users

JUNE 2000

THE ASAP GUIDE FOR FEDERAL AGENCY USERS
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CHAPTER 1:

FOUNDATIONS

PURPOSE

This chapter:

- -- Introduces the basic ideas behind the ASAP system;
- -- Explains how to read the Guide; and
- -- Provides a checklist of what you will need before you begin using ASAP.

WHAT IS ASAP?

The Automated Standard Application for Payments (ASAP) is a system through which organizations receiving Federal dollars can draw funds pre-authorized by Federal Agencies for payment through the U.S. Treasury.

ASAP is an all-electronic payment and information system developed jointly by the Financial Management Service (FMS) of the US Treasury and the Federal Reserve Bank of Richmond.

ASAP USER ORGANIZATIONS

In ASAP,

- < **Federal Agencies** provide funds;
- < **Payment Requestors** draw the Federal funds; and
- < **Recipient Organizations** use the Federal funds.
- < **Regional Financial Centers (RFCs)** of the Financial Management Service provide customer support to ASAP users.

A "Payment Requestor" in ASAP is an **organization authorized to draw Federal funds** for deposit into bank accounts it specifies.

In some instances a Recipient Organization has the authority to draw its own Federal funds, in which case that organization is **both** a Payment Requestor and a Recipient Organization in ASAP.

In other instances only a **separate** Payment Requestor, such as a State Treasurer or Controller, has the authority to draw down Federal funds for use by one or more Recipient Organizations.

ASAP distinguishes between the roles of "Recipient Organization" and "Payment Requestor" because each role allows a different set of system capabilities.

HOW ASAP WORKS

- Federal Agencies, Payment Requestors, and Recipient Organizations **enroll** on a one time basis to use ASAP.
- Federal Agencies establish and maintain **accounts** in ASAP to control the flow of funds to Recipient Organizations.
- Payment Requestors initiate **payment requests** via ASAP to meet the cash needs of Recipient Organizations.
- Approved requests may be paid the **same day** via the Federal Reserve's **FEDWIRE** system.
- Approved requests may be paid **on a business day from one to 32 calendar days** from the request date via the **Automated Clearing House (ACH)** system.

ACCOUNTS

All funds in the ASAP system reside in **Accounts**. These accounts are defined and created by each Federal Agency for its own programs in ASAP. Below are some important points to remember about ASAP Accounts:

- The structure of each ASAP Account **always** includes the Federal Agency providing the funds, the Recipient Organization using the funds, and an **Account ID** chosen by the Federal Agency to track the funds. Each ASAP Account is unique.
- The ASAP Account is the **lowest level** at which the ASAP system maintains transaction activity. It can represent a program, a group of programs, or some unit within a program.
- For each ASAP Account, there is only **one** Payment Requestor that can draw funds from that account.
- Federal Agencies fund their ASAP accounts by entering spending **authorizations**.
- The amount of money in each ASAP Account available for drawdown by a Payment Requestor is called the **available balance**.
- ASAP Accounts are **not bank accounts**, and available balances are not funds in the Requestor's bank account. When a Federal Agency enters an authorization to an ASAP Account, no money leaves the US Treasury until 1) a payment request is made and approved against that ASAP Account, and 2) the payment settles at the Payment Requestor's financial institution.

IDENTIFIERS

To summarize what we have seen so far, ASAP transactions revolve around **Federal Agencies**, **Payment Requestors**, **Recipient Organizations**, and **ASAP Accounts**. In order to use ASAP, you must become familiar with the identifiers for each.

- Each Federal Agency is identified by a unique 8-digit **Agency Location Code**.
- In cases where there are multiple regional offices of the same Federal Agency in ASAP, a 2-character **Region** code is used in addition to the Agency Location Code to distinguish each regional office.
- Each Payment Requestor is identified by a unique 7-digit **Requestor ID**.
- Each Recipient Organization is identified by a unique 7-digit **Recipient ID**.
- The **Account ID** is part of each ASAP Account. It is from one to 20 characters long, consisting of letters and/or numbers. It is assigned by the Federal Agency according to its own internal account structure.

Putting the pieces together, you can specify an **ASAP account** from which to draw funds by indicating a valid combination of:

Agency Location Code/Region + **Recipient ID** + **Account ID**.

NOTE: A "valid combination" is one created by the Federal Agency when establishing the ASAP Account in the system. The Federal Agency also specifies the Requestor ID of the Payment Requestor allowed to draw funds from that account.

The following table summarizes the identifiers used in ASAP:

BUSINESS-LEVEL ENTITY	ASAP SYSTEM IDENTIFIER
Federal Agency	Agency Location Code/Region
Payment Requestor	Requestor ID
Recipient Organization	Recipient ID
ASAP Account	Valid combination of Agency Location Code/Region ***plus*** Recipient ID ***plus*** Account ID

HOW TO READ THIS GUIDE

Each of the following chapters in this Guide begins with an overview of the major concepts of that chapter, followed by one or more sections. Each section has one or more **Examples** in which a sequence of ASAP screens shows you how to perform a particular function step by step. Please see the following page for a sample Example.

In all Examples, shaded characters indicate data the user types on a screen. **Bold** characters indicate information that the system produces in response to a user action.

All Examples follow an ACTION - RESULT structure. The Action performed by the user appears in the top screen on each page, and the ensuing system Result appears directly below it. The next page of an Example then shows the subsequent user Action and system Result, continuing in this fashion until the Example is complete.

NOTE All Agency Location Codes, Requestor IDs, Recipient IDs and Account IDs in this Guide are strictly for illustration. When you are practicing in the test region, you will use the test data provided to you. After you cut over to production, you will use "live" production data.

TIPS TO REMEMBER

- The current calendar date always appears in the upper right corner of each ASAP screen.
- The **Current Cycle Date** is the date in the upper left corner of each ASAP screen. It indicates the current date in the ASAP application. In production, it will ALWAYS equal the current calendar date. In the test region, this date may not equal the calendar date. This is not a problem. However, you need to be aware of what the current cycle date is in the test region.
- When an ASAP screen first appears, you may press the Enter key and have the system indicate with red question marks which fields are required to be entered on that screen.
- Use the TAB key to move the cursor to the beginning of each field in which you wish to type information. Do not use the arrow keys: they can move the cursor into areas in which you may not type. Also, do not use the Enter key to move from field to field.
- To print an ASAP screen when using CQ software, use Print Screen or select File and highlight Print Screen to Printer on the dropdown menu.
- Refer to the Troubleshooting Guidelines in the Appendices first to resolve simple error messages.

FUNCTION KEYS

Function keys within ASAP allow you to navigate between screens. Some function keys are standard throughout the system - these are listed below. Other function keys only appear on certain screens and will be discussed as appropriate. Note that only available function keys are displayed to you on the screens. On some screens, function keys will not be available to you until after you have entered a value in the Action field and pressed Enter.

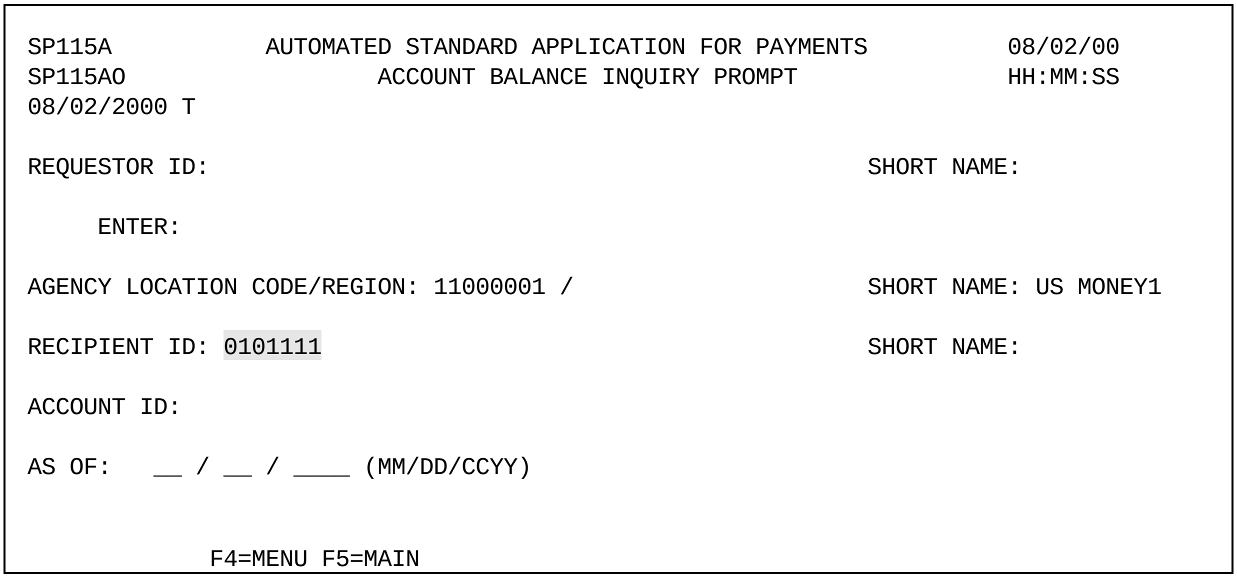
Standard Function Keys

F2=EXIT	Allows you to exit ASAP and log off.
F3=PRMT	Takes you to the previous prompt screen.
F4=MENU	Takes you to the previous menu.
F5=MAIN	Take you to the Main menu.
F7=PGUP	Moves you to the previous screen of data.
F8=PGDN	Moves you to the next screen of data.

*** SAMPLE EXAMPLE ***

STEP 1: ACTION

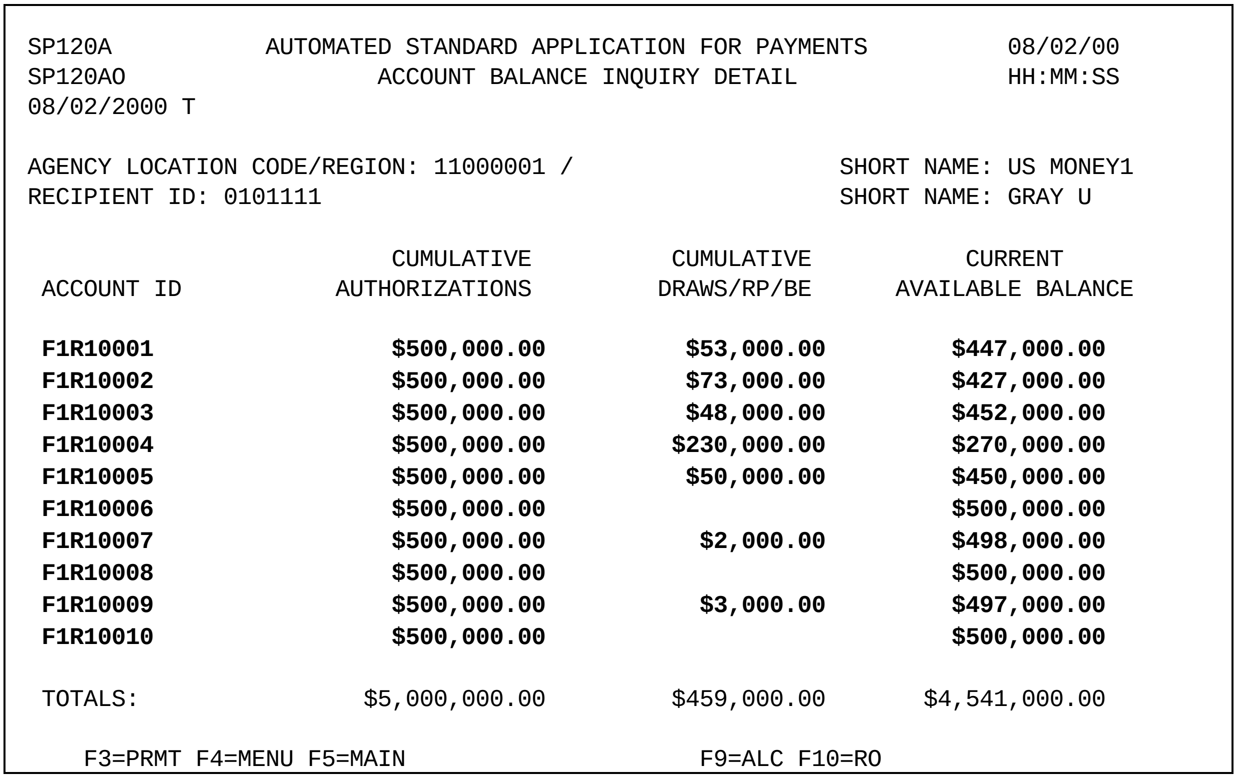
Fill in the prompt screen as shown below and press Enter. Note - The Account ID field is left blank.



```
SP115A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO                  ACCOUNT BALANCE INQUIRY PROMPT               HH:MM:SS
08/02/2000 T

REQUESTOR ID:                                               SHORT NAME:

     ENTER:

AGENCY LOCATION CODE/REGION: 11000001 /                     SHORT NAME: US MONEY1

RECIPIENT ID: 0101111                                       SHORT NAME:

ACCOUNT ID:

AS OF:   __ / __ / ____ (MM/DD/CCYY)


             F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen.



```
SP120A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO                  ACCOUNT BALANCE INQUIRY DETAIL               HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /                   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                     SHORT NAME: GRAY U

                          CUMULATIVE          CUMULATIVE           CURRENT
 ACCOUNT ID           AUTHORIZATIONS         DRAWS/RP/BE      AVAILABLE BALANCE

 F1R10001                 $500,000.00          $53,000.00         $447,000.00
 F1R10002                 $500,000.00          $73,000.00         $427,000.00
 F1R10003                 $500,000.00          $48,000.00         $452,000.00
 F1R10004                 $500,000.00         $230,000.00         $270,000.00
 F1R10005                 $500,000.00          $50,000.00         $450,000.00
 F1R10006                 $500,000.00                             $500,000.00
 F1R10007                 $500,000.00           $2,000.00         $498,000.00
 F1R10008                 $500,000.00                             $500,000.00
 F1R10009                 $500,000.00           $3,000.00         $497,000.00
 F1R10010                 $500,000.00                             $500,000.00

 TOTALS:                $5,000,000.00         $459,000.00       $4,541,000.00

    F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO
```

GETTING STARTED

Follow the examples in the text to learn the specifics of using the ASAP system. The five main functions that you as a Federal Agency can perform are:

< Building account profiles,

< Entering authorizations,

< Certifying authorizations,

< Setting Agency Review and Maximum Draw Amounts, and

< Inquiry

It is important to note that the functions of entering authorizations and certifying authorizations can not be performed by the same individual.

In addition to the above functions, Federal Agency users can draw funds and make adjustments on behalf of the payment requestor.

Before you begin, please go through the following **checklist** and verify that you have everything listed. If you are missing any item, or have any questions, please contact the ASAP Help Desk at your servicing RFC. The numbers are listed at the end of this chapter.

-- Personal computer, modem, printer, and operating system.

-- CQ/3270 communication software for DOS or WINDOWS loaded on the PC you will be using to access ASAP.

-- User ID and password for yourself.

-- ASAP ID and Organization Access Code (OAC) for your organization for access to the test region of the ASAP system.

-- at least one Requestor ID and Recipient ID to use in the test region of ASAP.

GOOD LUCK!

WHERE TO CALL FOR HELP

If you have any problems or questions about installing or using your CQ software, or about using the ASAP system, please contact the ASAP Help Desk at your servicing RFC.

If the capital of the state in which you are located is in the **Eastern time zone,** you may contact the ASAP Help Desk at the Philadelphia Financial Center between the hours of 7:30 am and 5:00 pm Eastern Time at **(215)516-8021.**

If the capital of the state in which you are located is in the **Central time zone**, you may contact the ASAP Help Desk at the Kansas City Financial Center between the hours of 7:30 am and 5:00 pm Central Time at **(816)414-2100**.

If the capital of the state in which you are located is in the **Mountain or Pacific time zones or time zones further west**, you may contact the ASAP Help Desk at the San Francisco Financial Center between the hours of 7:30 am and 5:00 pm Pacific Time at **(415)817-7182**.

CHAPTER 2:

GETTING IN
USING CQ

PURPOSE

The ASAP system resides at the Federal Reserve Bank. In order to access ASAP, you will use the CQ software to dial directly in to the Federal Reserve Bank system. In this chapter, you will learn how to log on to ASAP using the CQ software which you installed on your PC.

> **NOTE:** if you are using a Fedline/3270 combination software package, your log on procedure will be slightly different. Procedures for logging on through Fedline/3270 are provided in the Fedline Installation and Use for ASAP Users document.

USER ID

Each individual user of the ASAP system must have a User ID. This User ID defines the functions available to the user. You user ID and temporary password are provided to you over the telephone by the Federal Reserve Bank of Richmond. When you first log on, you must change the temporary password to one that is known only to you. Your password expires every thirty days. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password.

ASAP ID

In addition to your User ID, you also have an ASAP ID (this is your Agency Location Code and Region, if applicable) and Organization Access Code (OAC) that is assigned to your organization and provided to you by your servicing RFC. You use your ALC and OAC to sign on at the ASAP Main menu. While your User ID controls the *functions* to which you have access, your ALC and OAC control the *data* to which you have access. Many organizations may know your ALC - but your OAC is known only by your organization, and prevents other organizations from accessing your data.

GUIDE TO EXAMPLES

This chapter will show you how to get into ASAP using the CQ for DOS communications software and the CQ for WINDOWS software.

EXAMPLE ONE

Using CQ for DOS communications software, we will get into ASAP.

STEP 1: ACTION

First exit all applications, including WINDOWS, before using the CQ software. Get to a C: prompt in DOS. At the C prompt, change the directory to CQ and press Enter.

```
C:\cd\cq
```

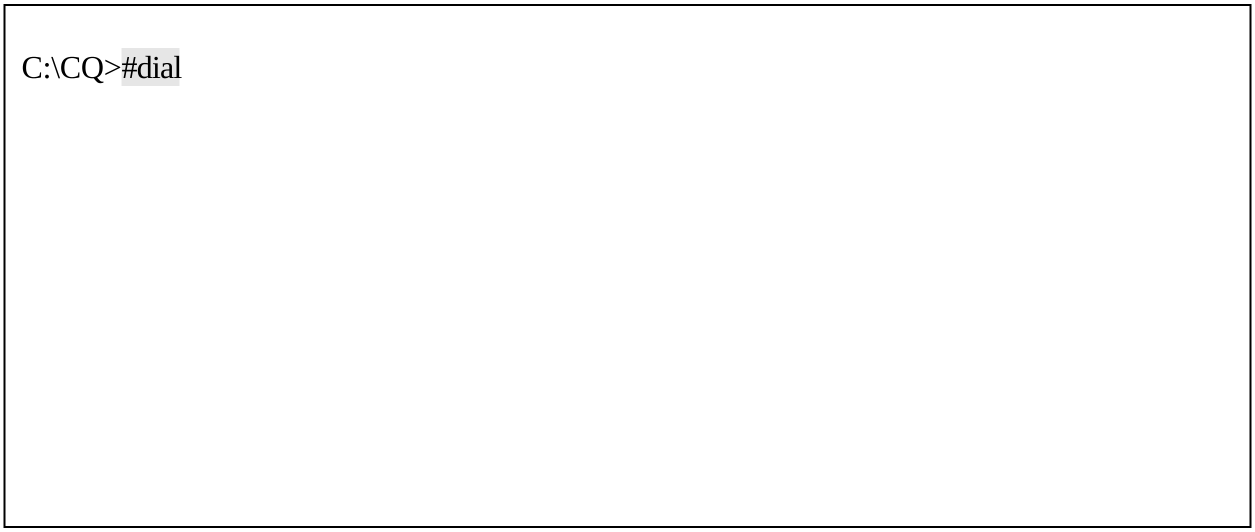
STEP 1: RESULT

The following screen will appear.

```
C:\CQ>
```

STEP 2: ACTION

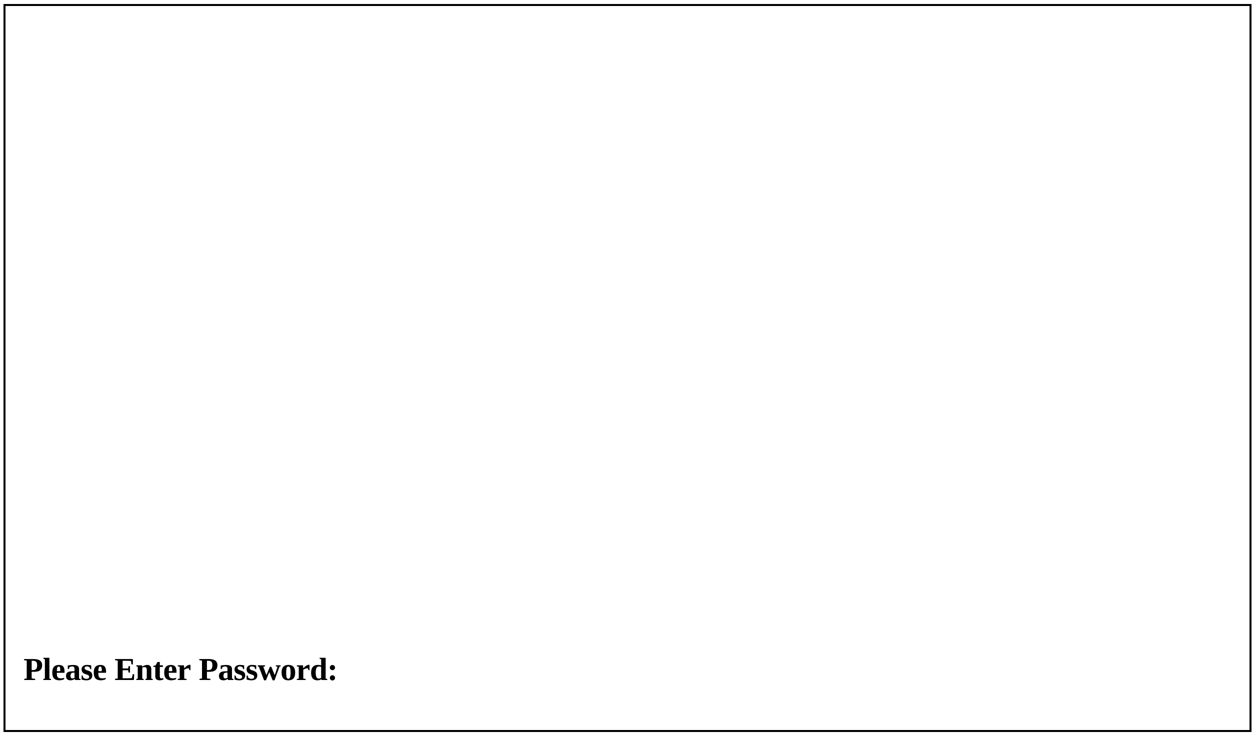
Enter the dial command - **#dial** - and press Enter.



```
C:\CQ>#dial
```

STEP 2: RESULT

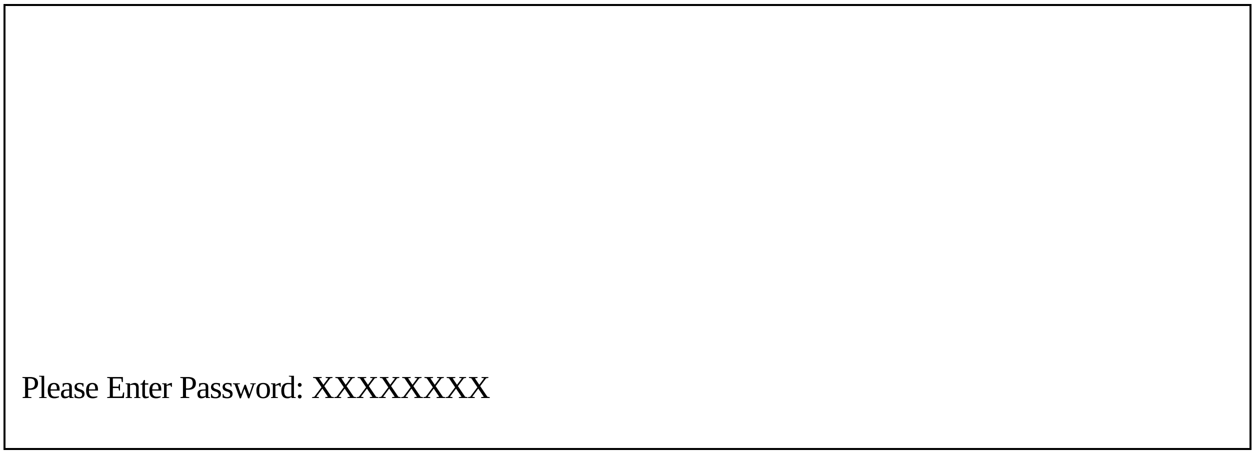
The following screen appears.



```
Please Enter Password:
```

STEP 3: ACTION

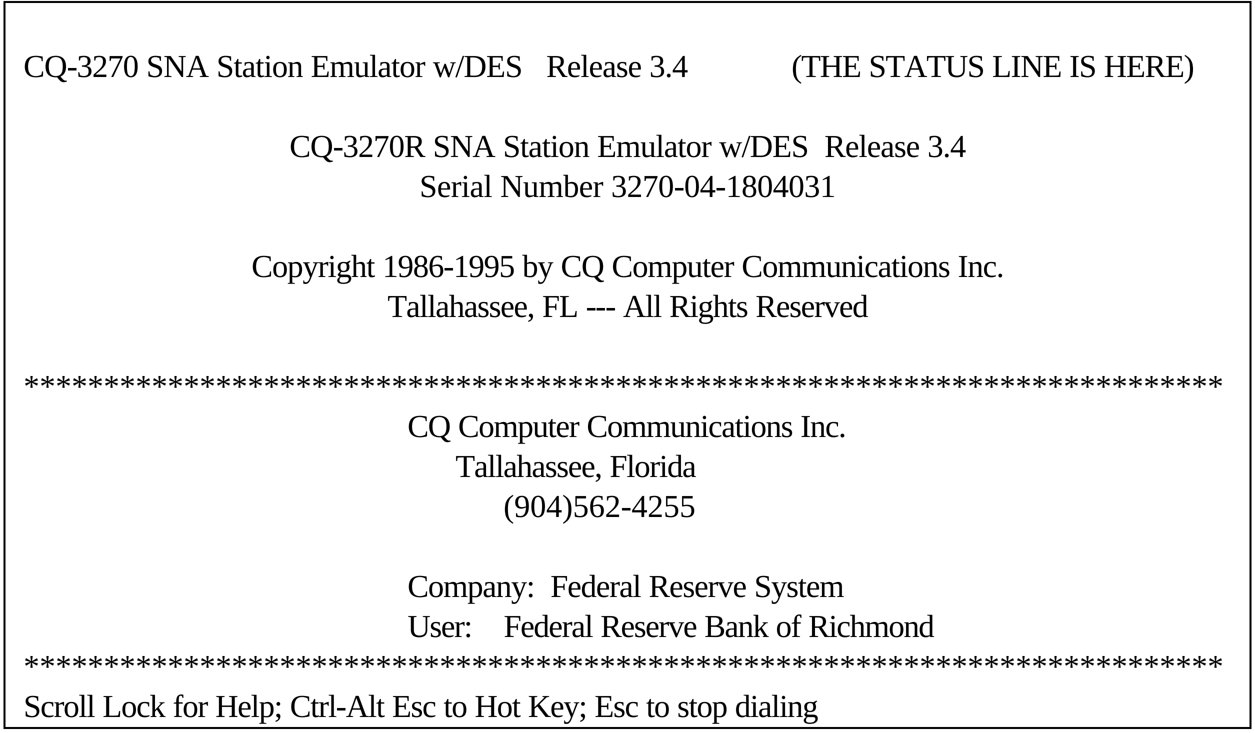
Enter the runtime password that you selected during installation of CQ and press Enter. Remember that the password **IS** case sensitive - if the password was specified during the **chngpswd** process in lower case letters, it must be typed in lower case letters; if it was specified during the **chngpswd** process in upper case letters, it must be typed in upper case letters. For security purposes, the password is not displayed when it is typed.



```
Please Enter Password: XXXXXXXX
```

STEP 3: RESULT

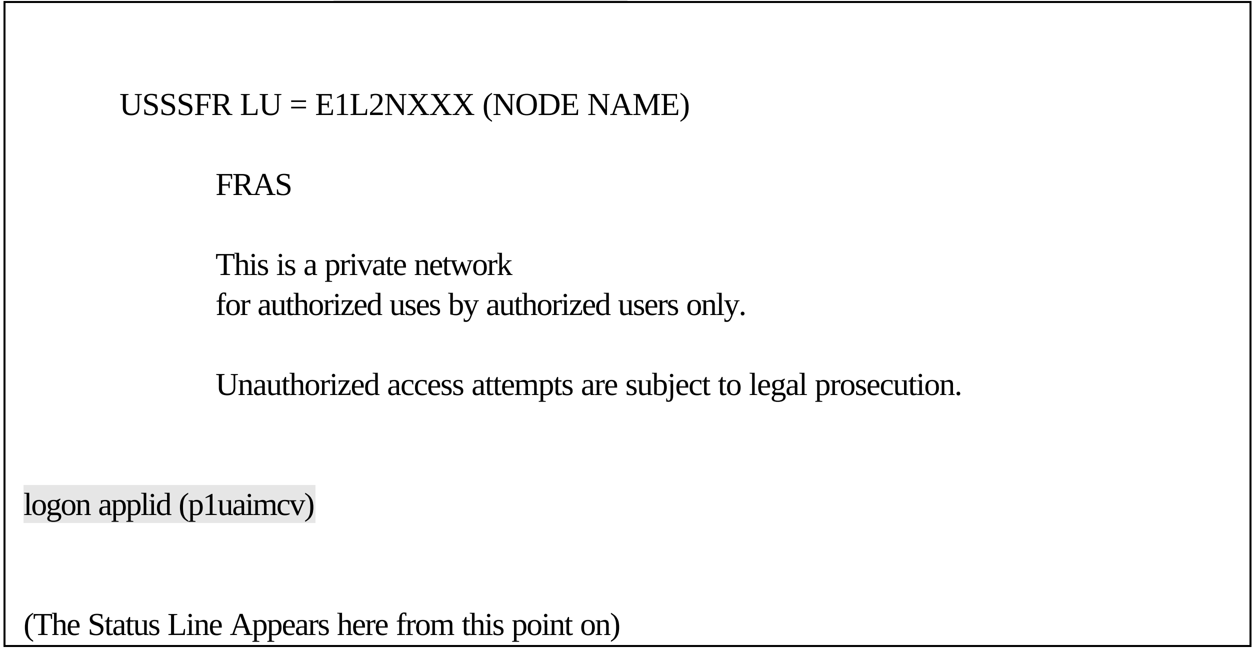
The following screen appears. In the upper right hand corner, the status line will go through initializing the modem, dialing, connecting and exchanging IDs with the host.



```
CQ-3270 SNA Station Emulator w/DES   Release 3.4            (THE STATUS LINE IS HERE)

                    CQ-3270R SNA Station Emulator w/DES  Release 3.4
                             Serial Number 3270-04-1804031

                 Copyright 1986-1995 by CQ Computer Communications Inc.
                          Tallahassee, FL --- All Rights Reserved

****************************************************************************
                            CQ Computer Communications Inc.
                                 Tallahassee, Florida
                                     (904)562-4255

                            Company:  Federal Reserve System
                            User:    Federal Reserve Bank of Richmond
****************************************************************************
Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Esc to stop dialing
```

STEP 4: ACTION

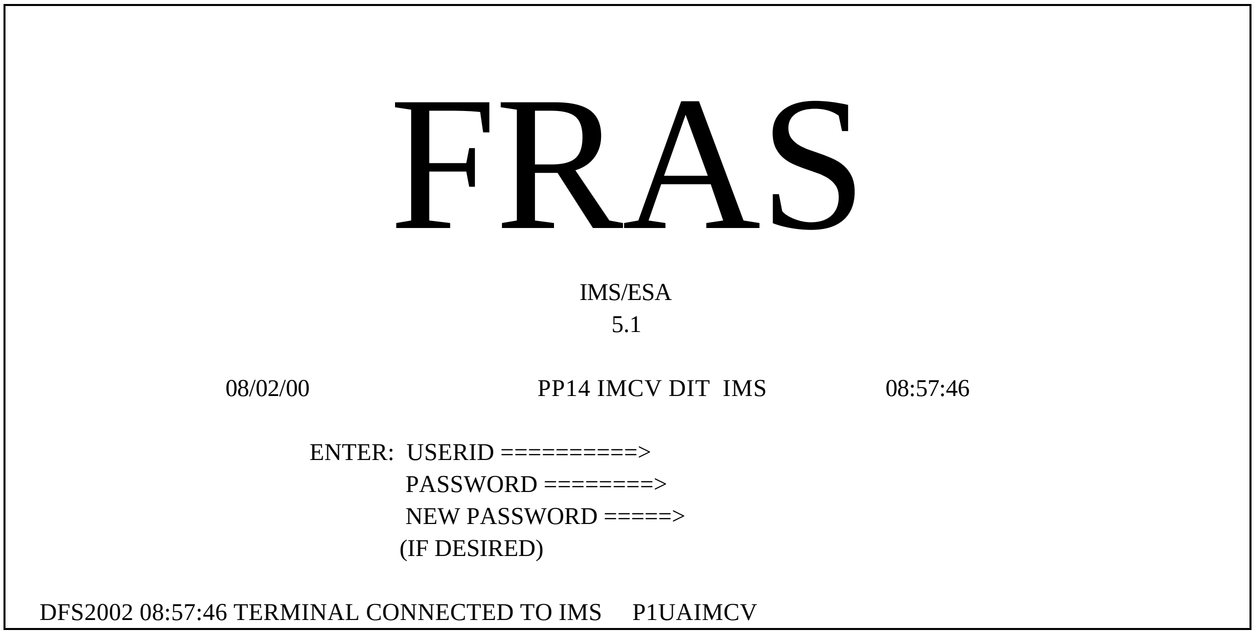
After a connection is made, the following screen appears. Enter the logon command as shown below and press Enter to access the training region of ASAP. **Please note:** once you cut over to production, the logon command will be logon applid (p1uaimpx).



```
        USSSFR LU = E1L2NXXX (NODE NAME)

               FRAS

               This is a private network
               for authorized uses by authorized users only.

               Unauthorized access attempts are subject to legal prosecution.


logon applid (p1uaimcv)


(The Status Line Appears here from this point on)
```

STEP 4: RESULT

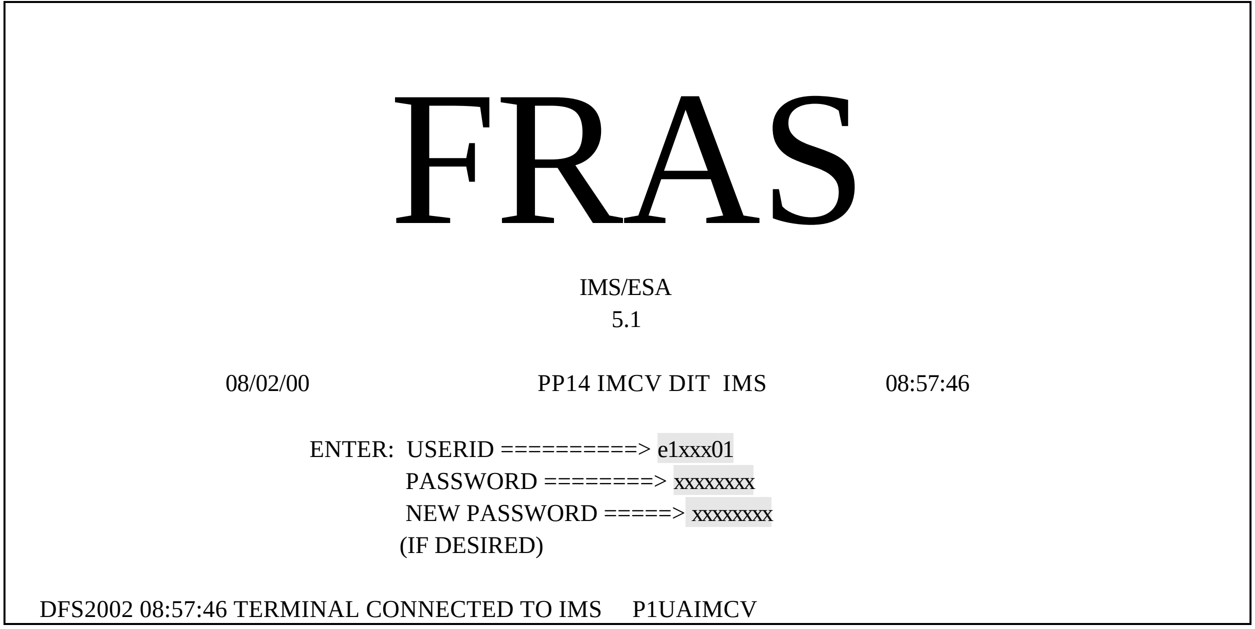
After the user presses Enter on the FRAS Screen, the IMS Logon Screen appears.



```
                              FRAS

                             IMS/ESA
                               5.1

            08/02/00              PP14 IMCV DIT  IMS          08:57:46

                  ENTER:  USERID ==========>
                          PASSWORD ========>
                          NEW PASSWORD =====>
                         (IF DESIRED)

  DFS2002 08:57:46 TERMINAL CONNECTED TO IMS     P1UAIMCV
```

STEP 5: ACTION

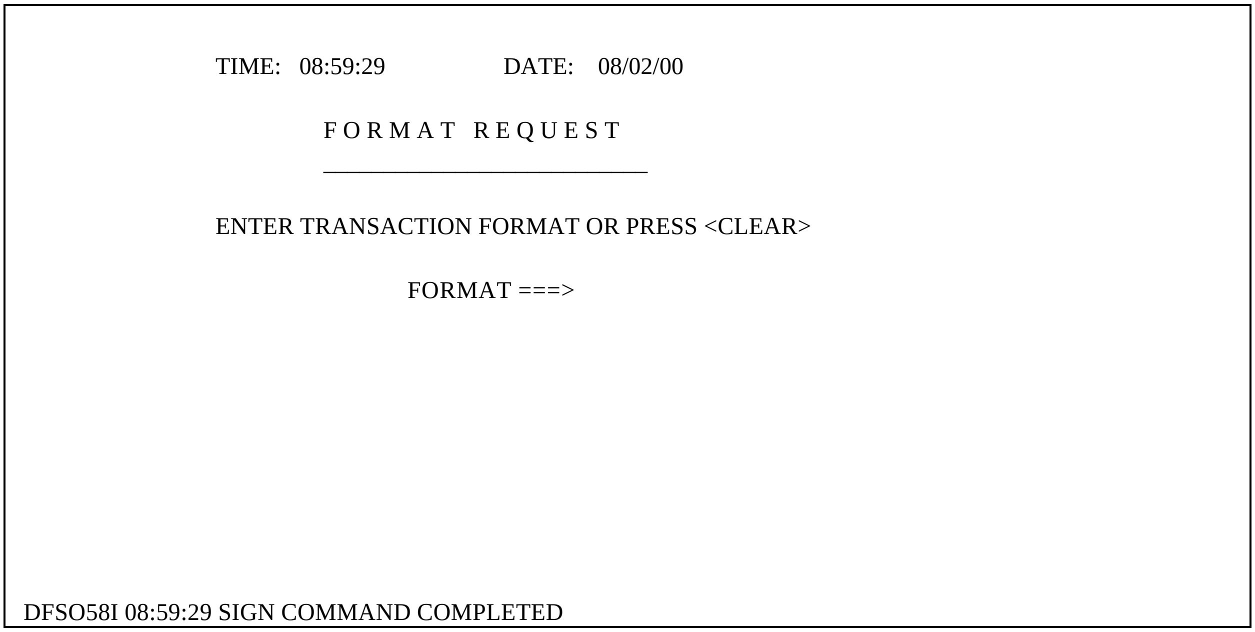
Enter your User ID and password and press Enter. If you are signing on for the first time, enter the password provided to you over the telephone by the Federal Reserve Bank of Richmond, then tab to the New Password field and type in a new password. During subsequent logons, you will use the password that you selected. Passwords expire every 30 days.



```
                         FRAS

                        IMS/ESA
                          5.1

      08/02/00          PP14 IMCV DIT  IMS          08:57:46

            ENTER:  USERID ==========> e1xxx01
                    PASSWORD ========> xxxxxxxx
                    NEW PASSWORD =====> xxxxxxxx
                   (IF DESIRED)

 DFS2002 08:57:46 TERMINAL CONNECTED TO IMS     P1UAIMCV
```

STEP 5: RESULT

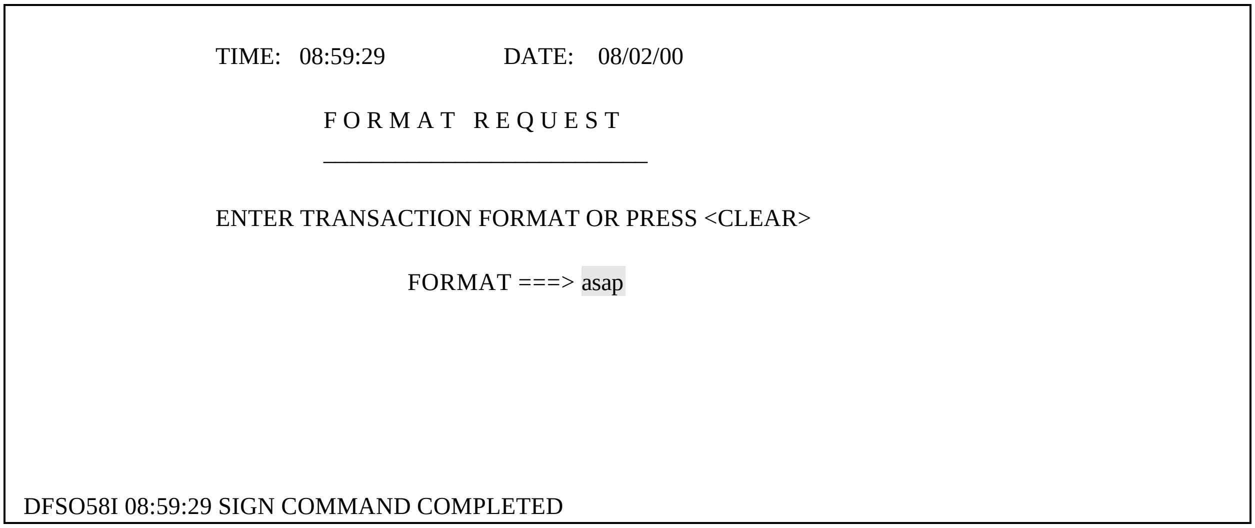
The following screen is displayed.



```
          TIME:   08:59:29            DATE:    08/02/00

                 FORMAT REQUEST
                 ______________________

          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                       FORMAT ===>







 DFSO58I 08:59:29 SIGN COMMAND COMPLETED
```

STEP 6: ACTION

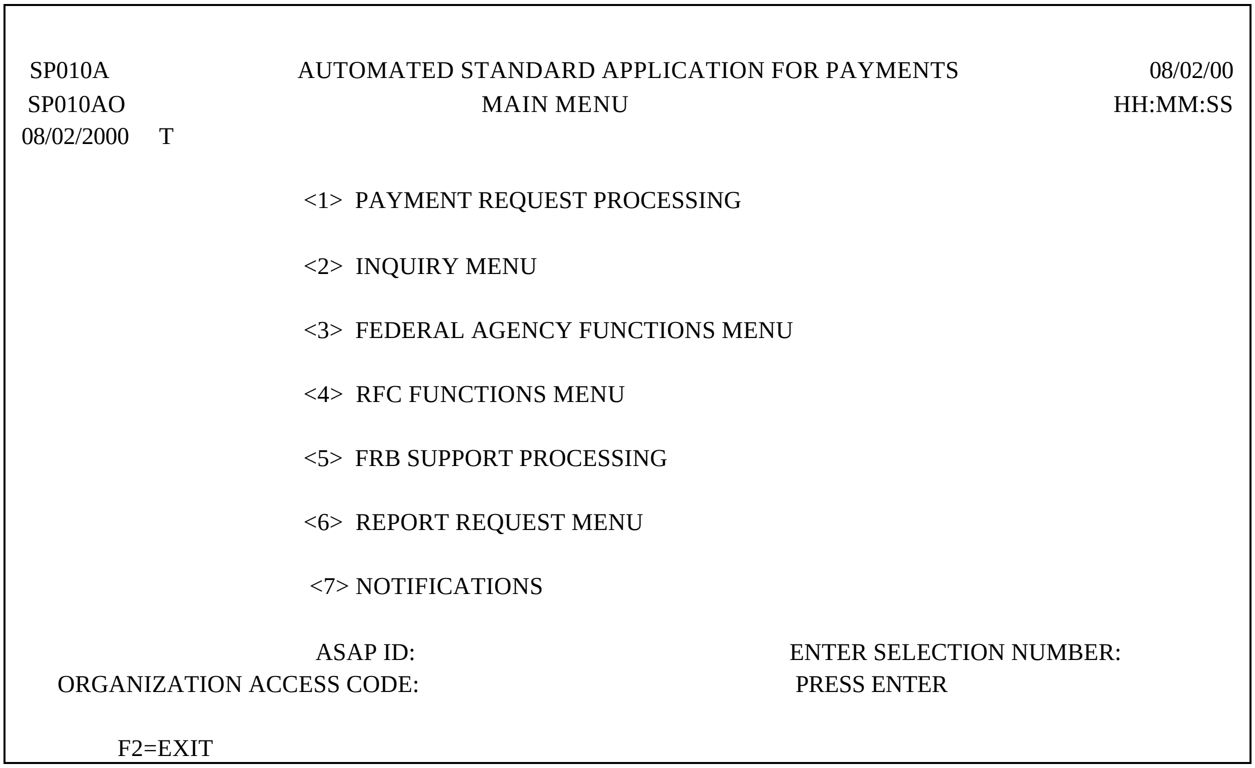
Type **asap** and press **Enter.**



```
                 TIME:   08:59:29              DATE:    08/02/00

                          F O R M A T   R E Q U E S T
                          ___________________________

                 ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                              FORMAT ===> asap




DFSO58I 08:59:29 SIGN COMMAND COMPLETED
```

STEP 6: RESULT

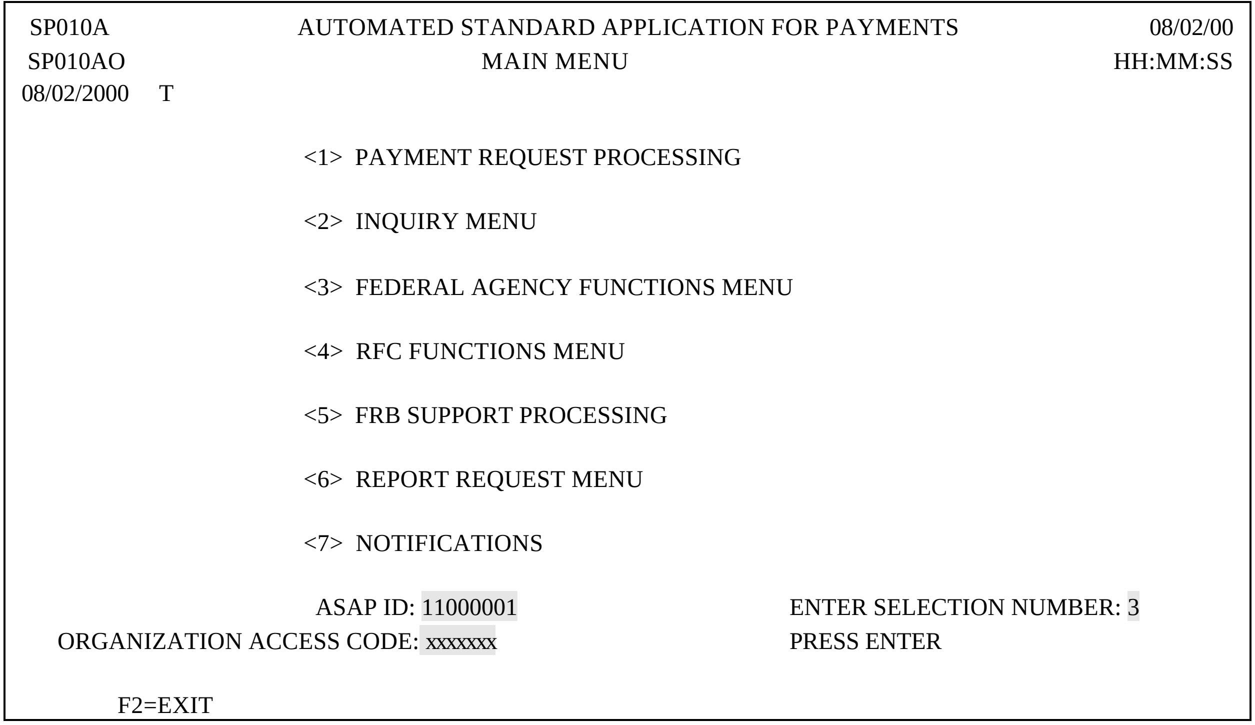
The ASAP Main Menu is displayed.



```
 SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
 SP010AO                            MAIN MENU                                 HH:MM:SS
08/02/2000    T

                     <1>  PAYMENT REQUEST PROCESSING

                     <2>  INQUIRY MENU

                     <3>  FEDERAL AGENCY FUNCTIONS MENU

                     <4>  RFC FUNCTIONS MENU

                     <5>  FRB SUPPORT PROCESSING

                     <6>  REPORT REQUEST MENU

                      <7> NOTIFICATIONS

                      ASAP ID:                          ENTER SELECTION NUMBER:
   ORGANIZATION ACCESS CODE:                             PRESS ENTER

      F2=EXIT
```

STEP 7: ACTION

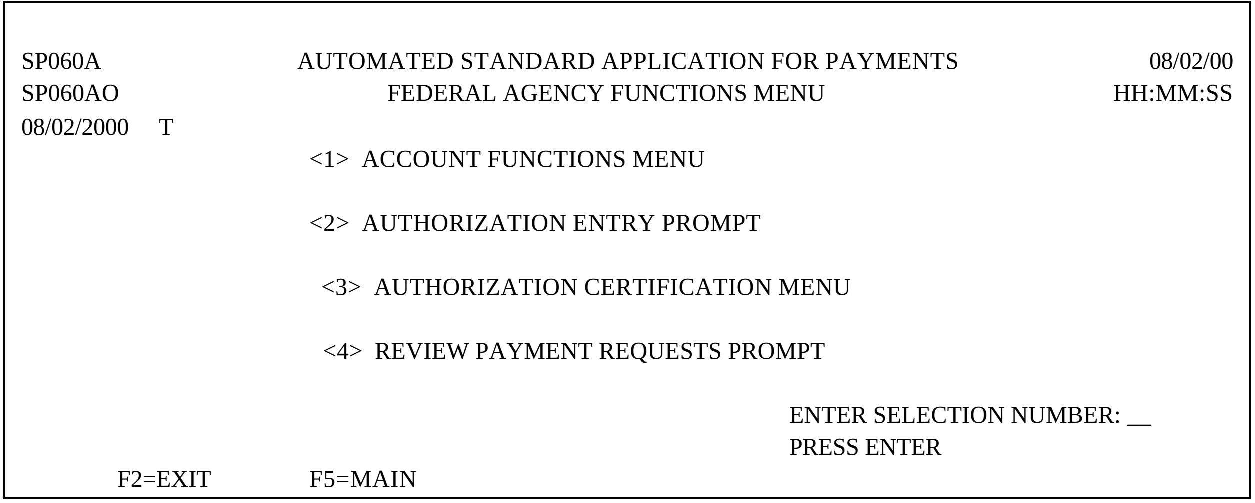
On the Main Menu, type in your ASAP ID (this is your ALC and Region, if applicable) and Organization Access Code. For security reasons, the OAC is not displayed when entered. Select a menu option and press Enter. **Note:** On your next sign on, you will not need to enter the ASAP ID and OAC if you will be using the same ID and OAC. You will just make your menu selection. If you don't recall the last ID you used, press the Enter key while the SELECTION NUMBER is blank and the ID will appear.



```
 SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
 SP010AO                           MAIN MENU                                  HH:MM:SS
08/02/2000   T

                     <1>  PAYMENT REQUEST PROCESSING

                     <2>  INQUIRY MENU

                     <3>  FEDERAL AGENCY FUNCTIONS MENU

                     <4>  RFC FUNCTIONS MENU

                     <5>  FRB SUPPORT PROCESSING

                     <6>  REPORT REQUEST MENU

                     <7>  NOTIFICATIONS

                      ASAP ID: 11000001                 ENTER SELECTION NUMBER: 3
   ORGANIZATION ACCESS CODE: xxxxxxx                    PRESS ENTER

        F2=EXIT
```

STEP 7: RESULT

In this example, menu option 3 was selected, so the Federal Agency Functions Menu appears.



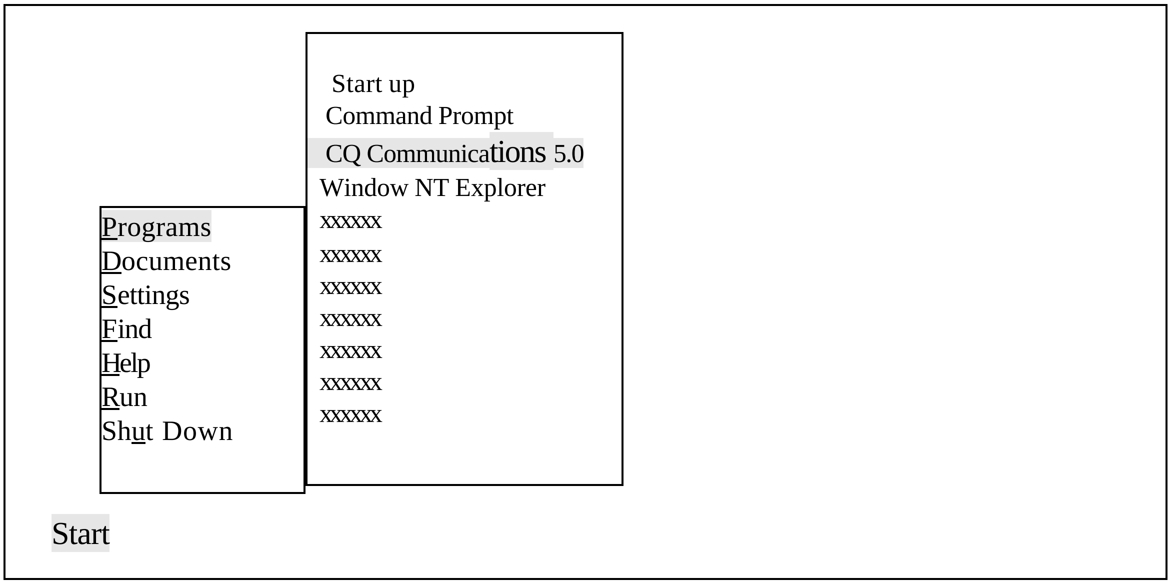
```
SP060A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP060AO                    FEDERAL AGENCY FUNCTIONS MENU                      HH:MM:SS
08/02/2000   T
                      <1>  ACCOUNT FUNCTIONS MENU

                      <2>  AUTHORIZATION ENTRY PROMPT

                        <3>  AUTHORIZATION CERTIFICATION MENU

                        <4>  REVIEW PAYMENT REQUESTS PROMPT

                                                        ENTER SELECTION NUMBER: __
                                                        PRESS ENTER
        F2=EXIT        F5=MAIN
```

EXAMPLE TWO

Using CQ for Windows communications software, we will get into ASAP.

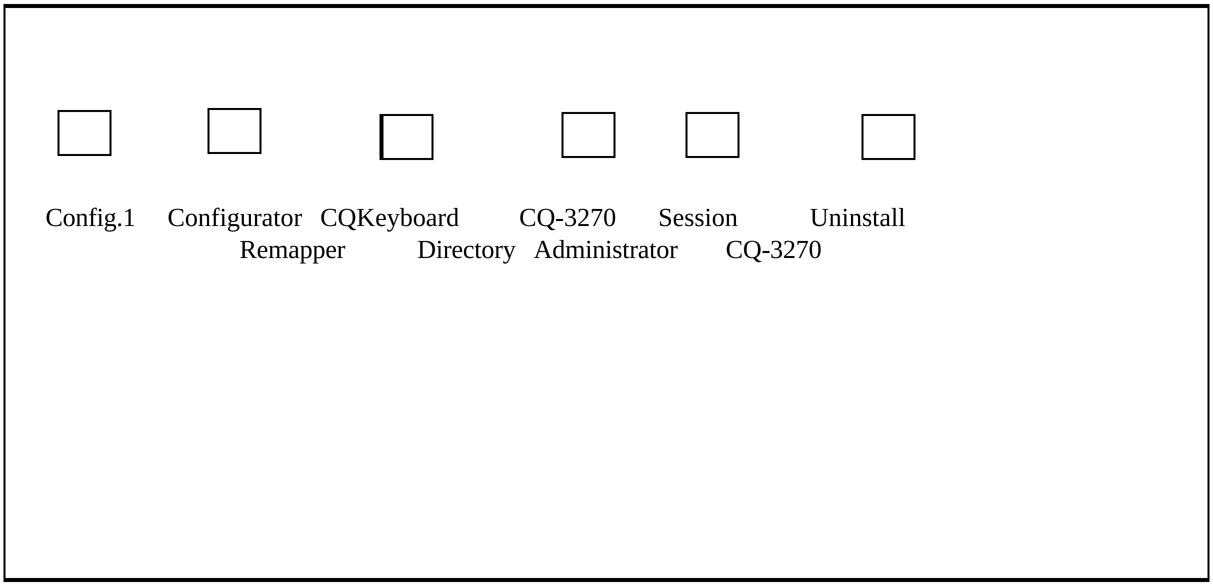
STEP 1: ACTION

From the Start, select Programs and double click on CQ Communications 5.0


Start up
Command Prompt
CQ Communications 5.0
Window NT Explorer
xxxxxx
xxxxxx
xxxxxx
xxxxxx
xxxxxx
xxxxxx
xxxxxx
Programs
Documents
Settings
Find
Help
Run
Shut Down
Start

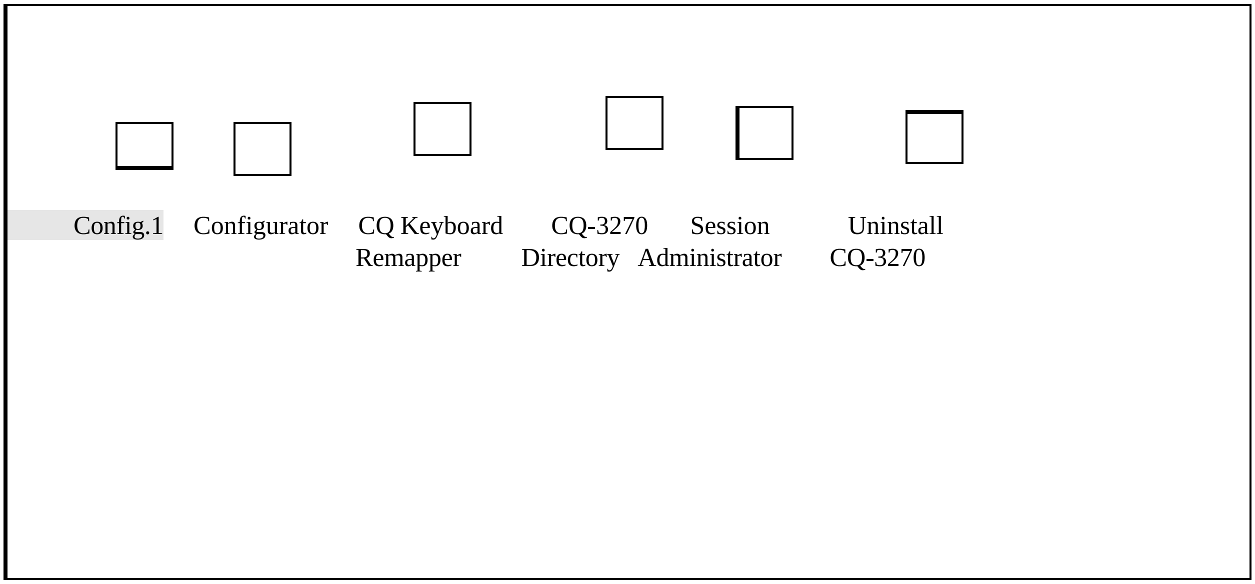
STEP 1: RESULT

The CQ WIN screen will appear.


Config.1
Configurator
CQKeyboard Remapper
CQ-3270 Directory
Session Administrator
Uninstall CQ-3270

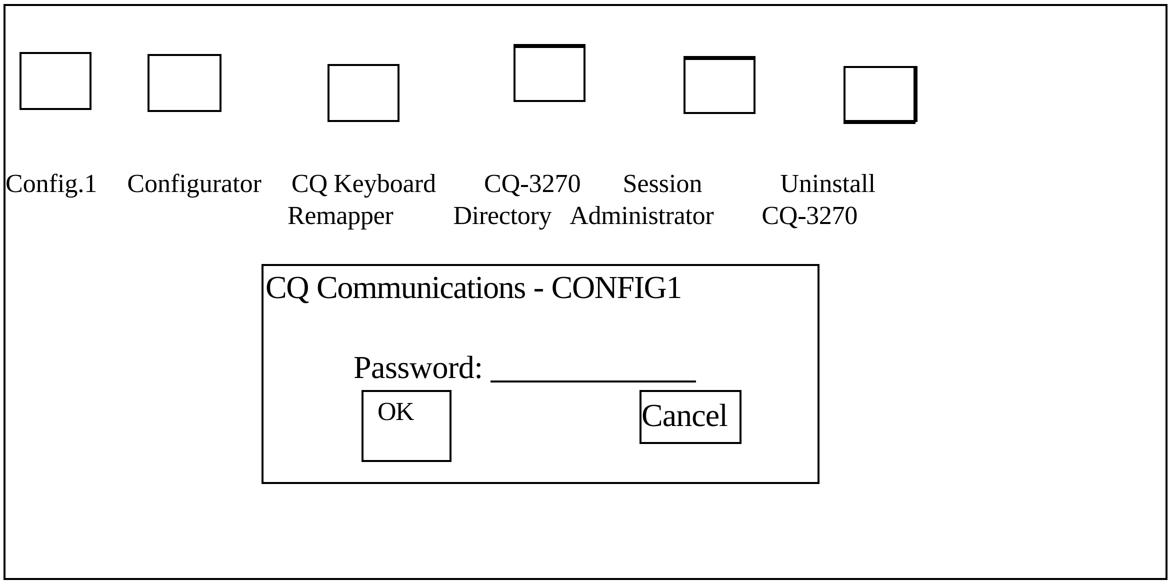
STEP 2: ACTION

Click on the Session Administrator icon or the Config.1 icon.


Config.1
Configurator
CQ Keyboard Remapper
CQ-3270 Directory
Session Administrator
Uninstall CQ-3270

STEP 2: RESULT

You will get the CQ Communications - Config1. (The CQ logo appears in front of the password box and you can click on it to get rid of it or it will go away on its own).

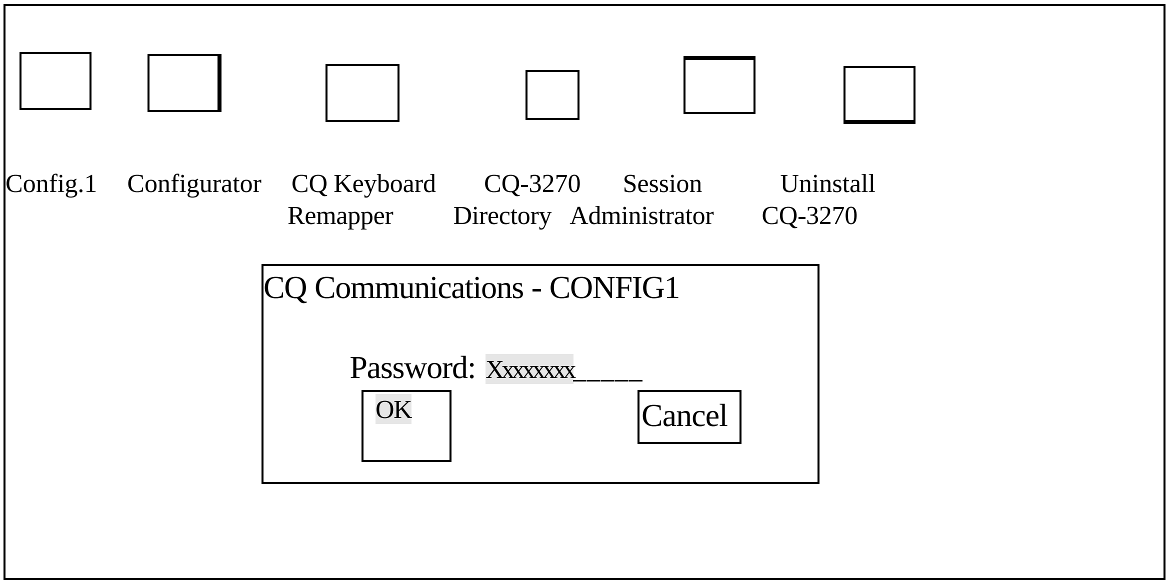

Config.1
Configurator
CQ Keyboard Remapper
CQ-3270 Directory
Session Administrator
Uninstall CQ-3270
OK
Cancel

CQ Communications - CONFIG1

Password: ______________

STEP 3: ACTION

Enter your Runtime Password (case sensitive) that was selected during the installation of CQ for Windows and click OK.


Config.1
Configurator
CQ Keyboard Remapper
CQ-3270 Directory
Session Administrator
Uninstall CQ-3270
OK
Cancel

CQ Communications - CONFIG1

Password: Xxxxxxx_____

STEP 3: RESULT

Two CQ sessions screens will open up. If the first screen displays the node name E9xxxx and ends with a “P”, close this screen. Make sure you make your connection from the node ending in “V”.

E9xxxxV - LOCAL

STEP 4: ACTION

After a connection is made, the following screen appears. Enter the logon command as shown below and press Enter to access the training region of ASAP. **Please note:** once you cut over to production, the logon command will be logon applid (p1uaimpx).

```
          USSSFR LU = E9BXXXXV  (NODE NAME)

          FRAS

                  This is a private network
                     for authorized uses by
                     authorized users only.

          Unauthorized access attempts are
            subject to legal prosecution.

logon applid (p1uaimcv)


(The Status Line Appears here from this point on)
```

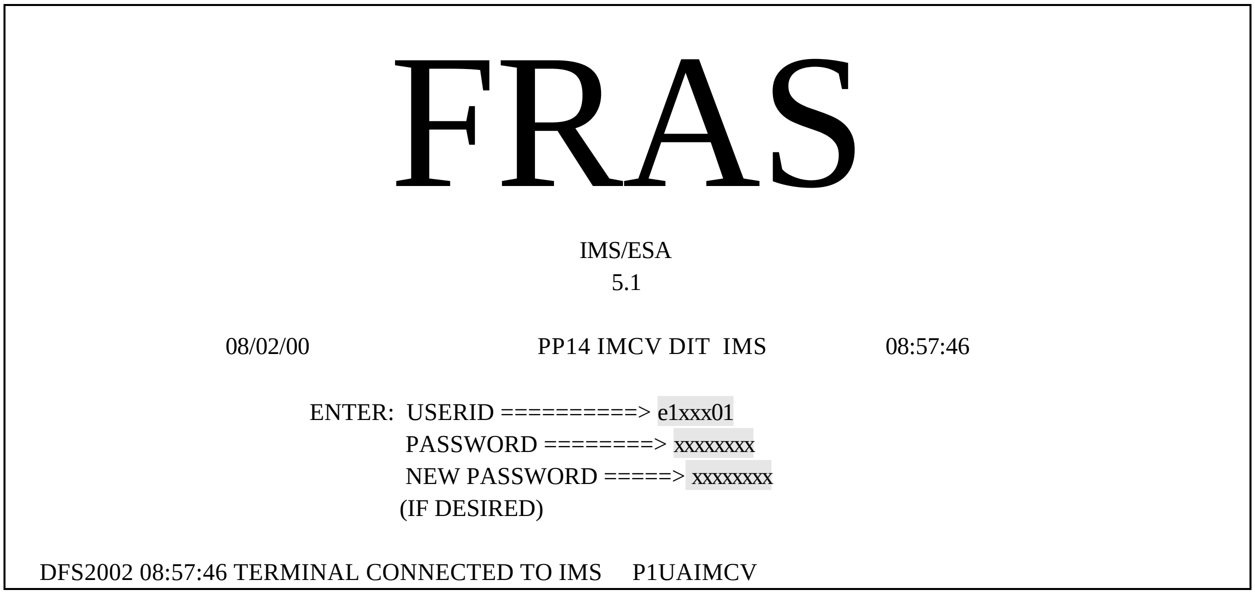
STEP 4: RESULT

After the user presses Enter on the FRAS Screen, the IMS Logon Screen appears.

```
                              FRAS

                             IMS/ESA
                               5.1

          08/02/00             PP14 IMCV DIT  IMS          08:57:46

                 ENTER:  USERID ==========>
                         PASSWORD ========>
                         NEW PASSWORD =====>
                        (IF DESIRED)

 DFS2002 08:57:46 TERMINAL CONNECTED TO IMS     P1UAIMCV
```

STEP 5: ACTION

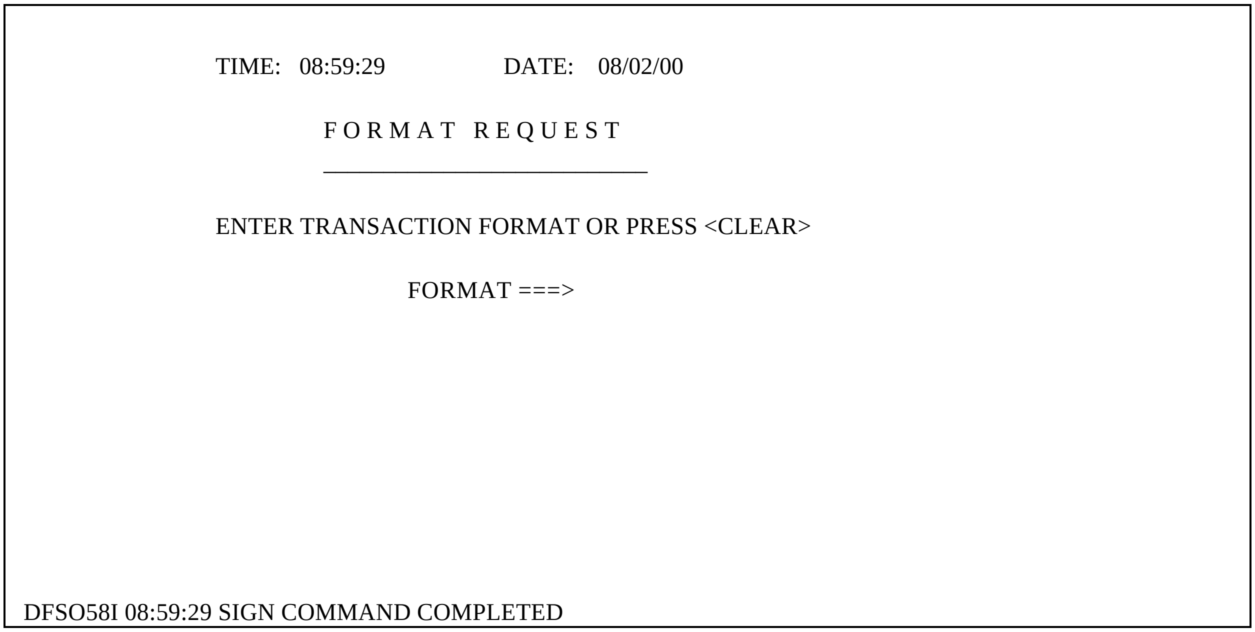
Enter your User ID and password and press Enter. If you are signing on for the first time, enter the password provided to you over the telephone by the Federal Reserve Bank of Richmond, then tab to the New Password field and type in a new password. During subsequent logons, you will use the password that you selected. Passwords expire every 30 days.



```
                         FRAS

                        IMS/ESA
                          5.1

      08/02/00            PP14 IMCV DIT  IMS         08:57:46

          ENTER:  USERID ==========> e1xxx01
                  PASSWORD ========> xxxxxxxx
                  NEW PASSWORD =====> xxxxxxxx
                 (IF DESIRED)

 DFS2002 08:57:46 TERMINAL CONNECTED TO IMS     P1UAIMCV
```

STEP 5: RESULT

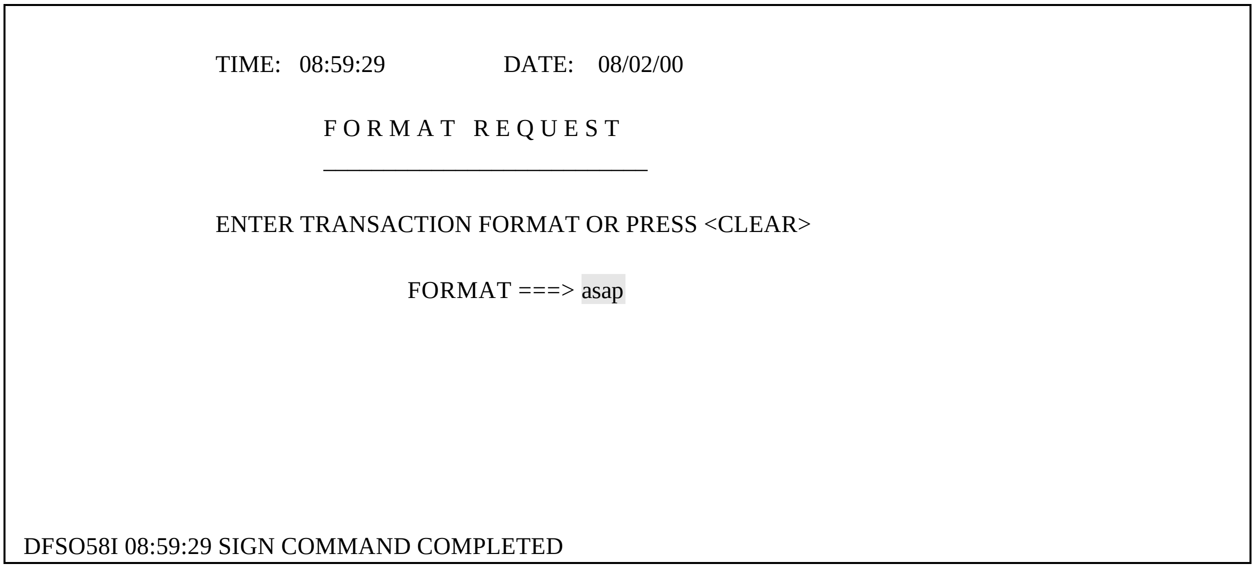
The following screen is displayed.



```
      TIME:   08:59:29            DATE:    08/02/00

              F O R M A T   R E Q U E S T
              ___________________________

      ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                  FORMAT ===>







DFSO58I 08:59:29 SIGN COMMAND COMPLETED
```

STEP 6: ACTION

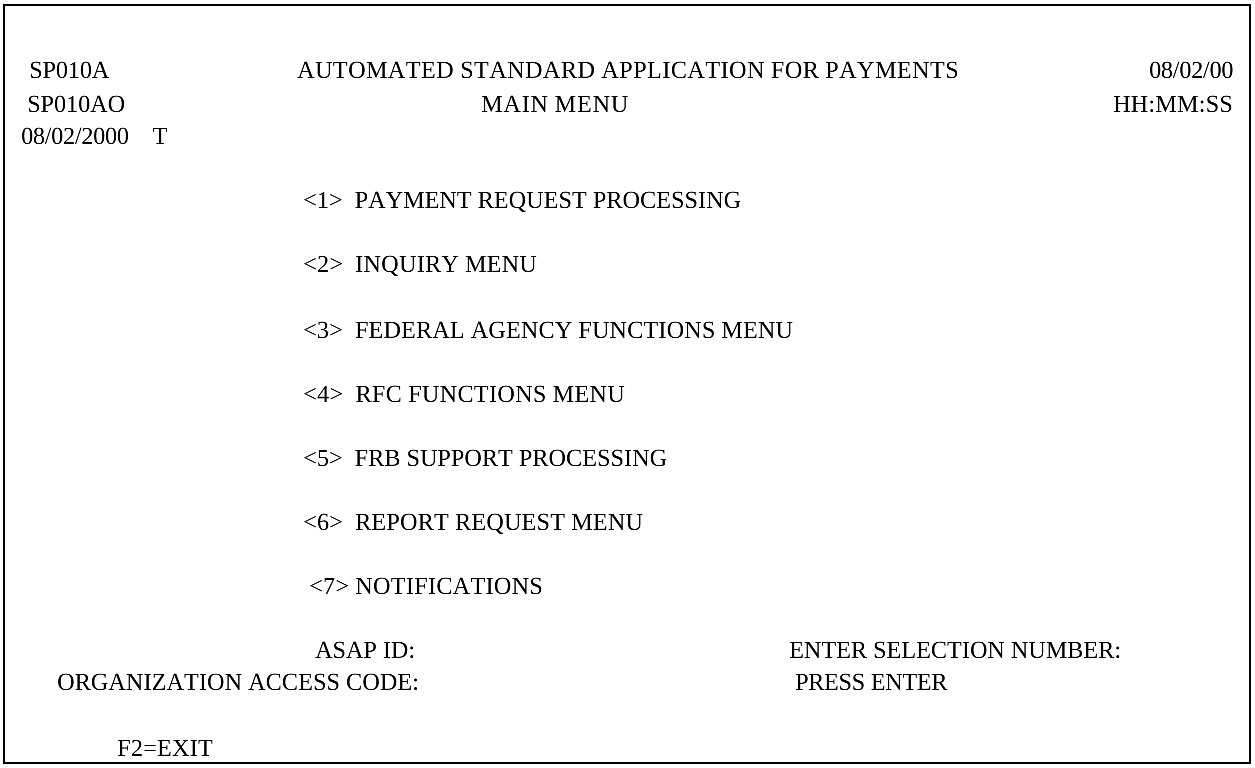
Type **asap** and press **Enter.**



```
          TIME:   08:59:29              DATE:    08/02/00

                    F O R M A T   R E Q U E S T
                    ___________________________

          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                         FORMAT ===> asap






DFSO58I 08:59:29 SIGN COMMAND COMPLETED
```

STEP 6: RESULT

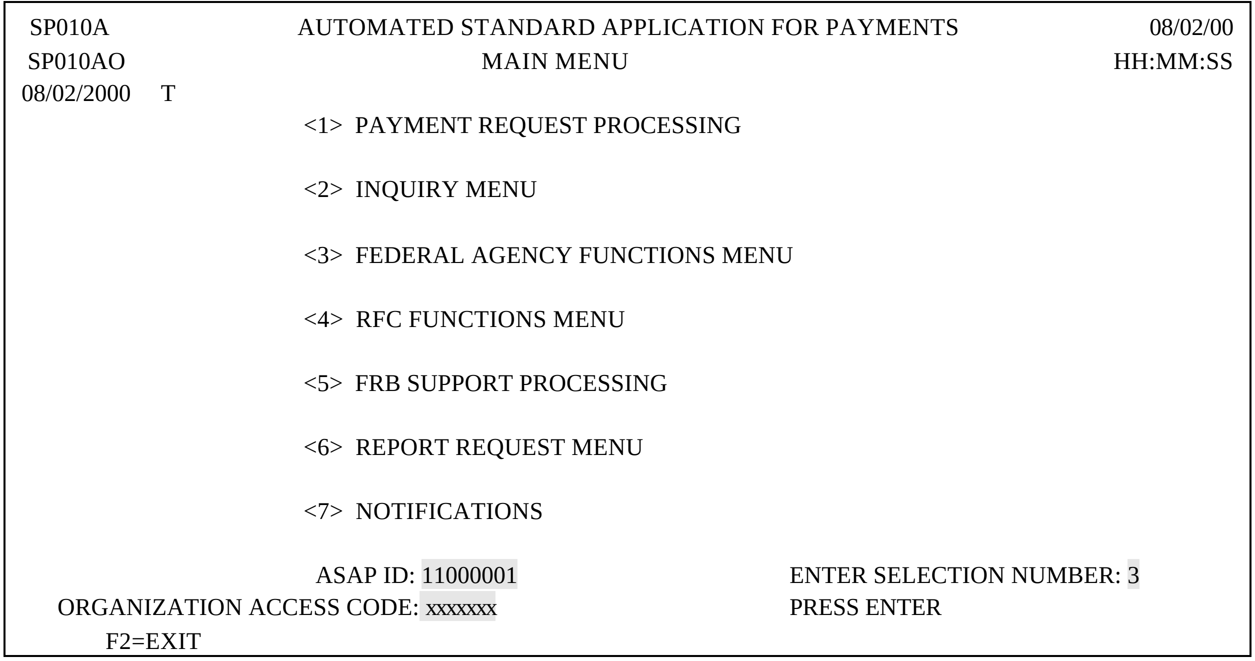
The ASAP Main Menu is displayed.



```
 SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
 SP010AO                            MAIN MENU                               HH:MM:SS
08/02/2000    T

                    <1>  PAYMENT REQUEST PROCESSING

                    <2>  INQUIRY MENU

                    <3>  FEDERAL AGENCY FUNCTIONS MENU

                    <4>  RFC FUNCTIONS MENU

                    <5>  FRB SUPPORT PROCESSING

                    <6>  REPORT REQUEST MENU

                     <7> NOTIFICATIONS

                     ASAP ID:                           ENTER SELECTION NUMBER:
  ORGANIZATION ACCESS CODE:                             PRESS ENTER

      F2=EXIT
```

STEP 7: ACTION

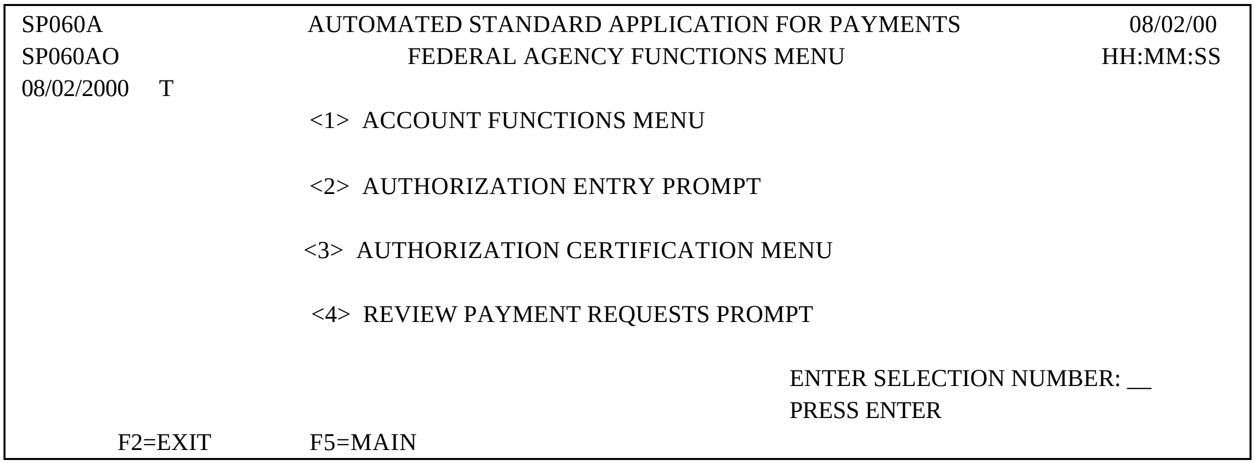
On the Main Menu, type in your ASAP ID (this is your ALC and Region, if applicable) and Organization Access Code. For security reasons, the OAC is not displayed when entered. Select a menu option and press Enter. **Note:** On your next sign on, you will not need to enter the ASAP ID and OAC if you will be using the same ID and OAC. You will just make your menu selection. If you don't recall the last ID you used, press the Enter key while the SELECTION NUMBER is blank and the ID will appear.



```
 SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
 SP010AO                        MAIN MENU                                 HH:MM:SS
08/02/2000   T
                  <1>  PAYMENT REQUEST PROCESSING

                  <2>  INQUIRY MENU

                  <3>  FEDERAL AGENCY FUNCTIONS MENU

                  <4>  RFC FUNCTIONS MENU

                  <5>  FRB SUPPORT PROCESSING

                  <6>  REPORT REQUEST MENU

                  <7>  NOTIFICATIONS

                   ASAP ID: 11000001                ENTER SELECTION NUMBER: 3
   ORGANIZATION ACCESS CODE: xxxxxxx                PRESS ENTER
      F2=EXIT
```

STEP 7: RESULT

In this example, menu option 3 was selected, so the Federal Agency Functions Menu appears
.



```
SP060A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP060AO                FEDERAL AGENCY FUNCTIONS MENU                      HH:MM:SS
08/02/2000   T
                  <1>  ACCOUNT FUNCTIONS MENU

                  <2>  AUTHORIZATION ENTRY PROMPT

                  <3>  AUTHORIZATION CERTIFICATION MENU

                  <4>  REVIEW PAYMENT REQUESTS PROMPT

                                                    ENTER SELECTION NUMBER: __
                                                    PRESS ENTER
       F2=EXIT           F5=MAIN
```

CHAPTER 3 :

BUILDING ACCOUNTS

PURPOSE

In this chapter, you will learn how to establish and maintain accounts in the ASAP system.

REVIEW

- All funds in the ASAP system reside in Agency-managed **ASAP Accounts.** Each awarding Federal Agency establishes, maintains, and funds its own accounts in the ASAP system to control the flow of funds to its recipients.

- In most cases, accounts are the lowest level at which Federal Agencies track funds in ASAP. Accounts may be at, above, or below the program or grant level, as determined by the Federal Agency.

- Control Accounts allow the Agency to associate up to 300 Account Details with each account. The Agency funds the accounts at the account level; all payment requests and adjustments are done at the detail level.

- The structure of each ASAP Account includes the **Federal Agency** providing the funds, the **Recipient Organization** which ultimately uses the funds, and an **Account ID**, assigned by the Federal Agency when it establishes the ASAP Account, to identify what the account is for.

- For most ASAP Accounts, there is only one **Payment Requestor** that can draw funds from an account.

In the ASAP system,

- Each Federal Agency is identified by an 8 digit **Agency Location Code** and, optionally, a 2 character **Region Code**.

- Each Recipient Organization is identified by a unique 7 digit **Recipient ID**.

- Each **Account ID** is from 1 to 20 characters long, consisting of letters and/or numbers with no leading spaces. The Federal Agency may use its existing internal account identifier for the Account ID in the ASAP system.

- Each Payment Requestor is identified by a 7 digit **Requestor ID**.

To specify an ASAP Account, you must indicate a valid combination of

Agency Location Code/Region + Recipient ID + Account ID.

THE ACCOUNT PROFILE

All of the information defining an account in ASAP appears in its **Account Profile**. You create or build an account in ASAP by **adding a profile** for that account. Various properties associated with an account are identified and/or controlled by the fields in the account profile.

To begin building an account, you need to use the **Account Profile Entry** screen. Account profiles may be added via the on-line Account Profile Entry function in ASAP or via submission of batch files. Once added, account profiles in ASAP may be modified via on-line or batch processes. While the concepts discussed here apply to both on-line and batch account entry, the examples in this chapter will cover only the on-line account maintenance function. For more information on batch account maintenance, consult your servicing RFC.

IDENTIFICATION

As stated above, each account and thus each account profile is identified by the unique combination of the following three pieces of information:

- **Agency Location Code/Region**
- **Recipient ID**
- **Account ID**

All three of the above fields are required when building an account profile. Once a profile has been posted to the ASAP database, its identifying information may not be changed, although parts of the profile itself may be modified. For the convenience of the user, the system displays the **Short Names** of the Federal Agency and the Recipient Organization once the ALC/Region and Recipient ID are specified.

REQUIRED FIELDS

The following pieces of information are part of the body of the account profile and must always be included when adding or modifying an account profile.

- **Account Description** - A title or other description of the ASAP Account. May consist of letters and/or numbers and may be up to 30 characters in length.
- **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.

OPTIONAL FIELDS

The following pieces of information appear on one or more of the screens in the Account Profile Entry functions and may be included as appropriate when adding or modifying an account profile.

< **Control Account Indicator** - used by the Federal Agency to specify whether Account Details will be added to the account. The use of account details will allow the Federal Agency to track the use of funds at the detail level. If the Control Account indicator is set at Y, the ASAP 1031 indicator may not be set at Y. If you do not specify a value for this indicator, the system defaults it to N.

< **Account Status Indicator** - There are three possible Account Status values:

> Open (O) - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.
>
> Suspended (S) - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.
>
> Closed (C) - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

One account status indicator (O, S, or C) must appear in each profile. If you do not enter a status when creating an account profile, the system defaults the account status to O.

< **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire message by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not. If you do not specify a value for this indicator, the system defaults it to N. If you have any questions as to whether an account in ASAP should allow 1031 wires, please contact your servicing RFC.

< **Allow Book Entry Adjustment Indicator** - used by the Federal Agency to indicate whether the account may have Book Entry Adjustments made against it. If you do not specify a value for this indicator, the system defaults it to Y.

< **Group ID** - The Federal Agency may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes. Rather, they facilitate the process of retrieving accounts for the purpose of entering authorizations.

< **Payment Warehouse Indicator** - may be used by the Federal Agency to allow or prevent payments against the ASAP account from being warehoused for settlement beyond one business day. An indicator of Y allows payment warehousing, and an indicator of N prohibits warehousing from that particular account. If you do not enter a value, the indicator defaults to the value in the **Payment Warehouse Indicator** on the Federal Program Agency profile.

Note: Federal Agencies have the option of allowing no warehoused payments against any of their accounts. If that is the case, the appropriate person at the Federal Agency should request that their servicing RFC set the Payment Warehouse Indicator to N.

< **Budget Period End Date** - Allows the Federal Agencies to record at their discretion the date up to which expenses related to this program may be incurred by the Recipient. This field is for information only; the date specified here has no effect on whether or not payment requests against an account in ASAP are approved by the system.

< **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.

< **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. When an End Date is entered on an Account Profile, the End Date must be greater than or equal to the current system cycle date. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.

< **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA). This field defaults to N if left blank.

< **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Domestic Assistance (CFDA) Number associated with this ASAP Account.

< **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

< **Account Detail ID** - a 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.

< **Cumulative Draw Limit** - used to define the amount a recipient can draw from an account detail in a Control Account.

SYSTEM-GENERATED FIELDS

The following pieces of account profile information are generated by the ASAP system and may not be entered or modified by the user.

< **Create Date** - the date when the account profile was created.

< **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all increase authorizations minus all decrease authorizations.

< **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.

< **Cumulative Draws/RP/BE to Date** - the total payment requests, returned payments and book entries done against a control account.

< **Total Cumulative Draw Limit** - the total of all the cumulative draw limits set by the agency on account details of a control account.

SCREEN ACTIONS

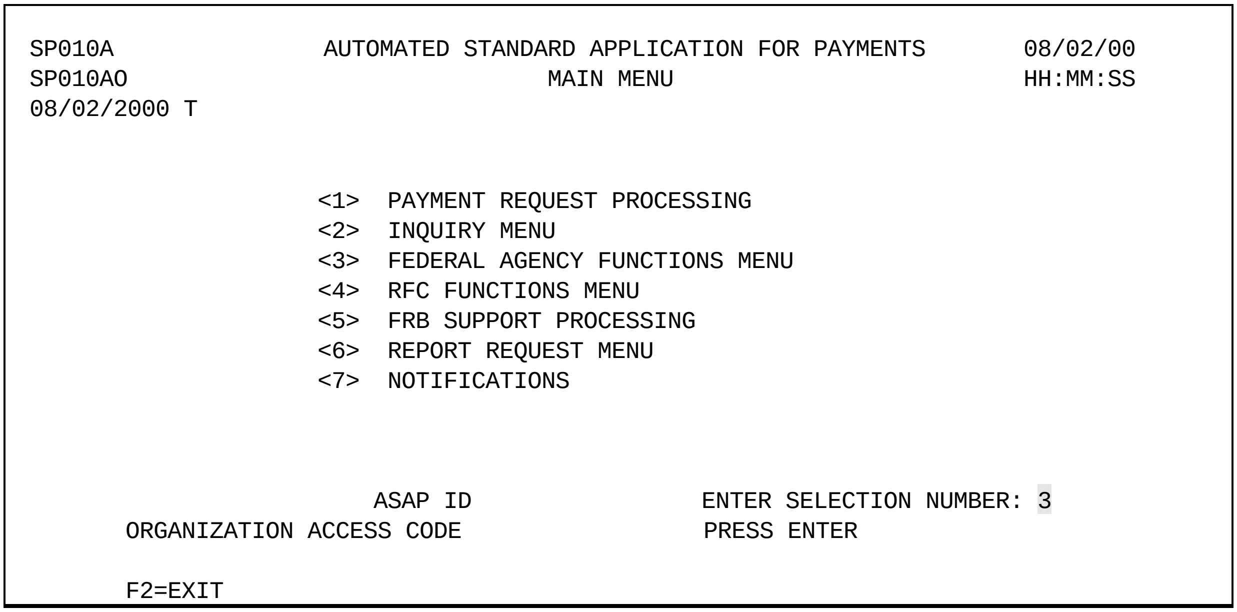
The account profile entry function allows the Federal Agency to **ADD** new account profiles and **CHANGE**, **DELETE**, or **INQUIRE** on existing account profiles. You simply specify which action you wish to perform, along with the identifying information for the account (ALC/Region + Recipient ID + Account ID), and press Enter on the Account Profile Entry screen. In all cases, the Federal Agency may **only** perform these actions on those account profiles containing **its own** ALC/Region. Updates to the database are immediate and are confirmed via screen message.

GETTING STARTED

Each of the sections in this chapter begins at the Account Functions Menu screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each section. Rather, they appear on the following pages.

STEP 1: ACTION

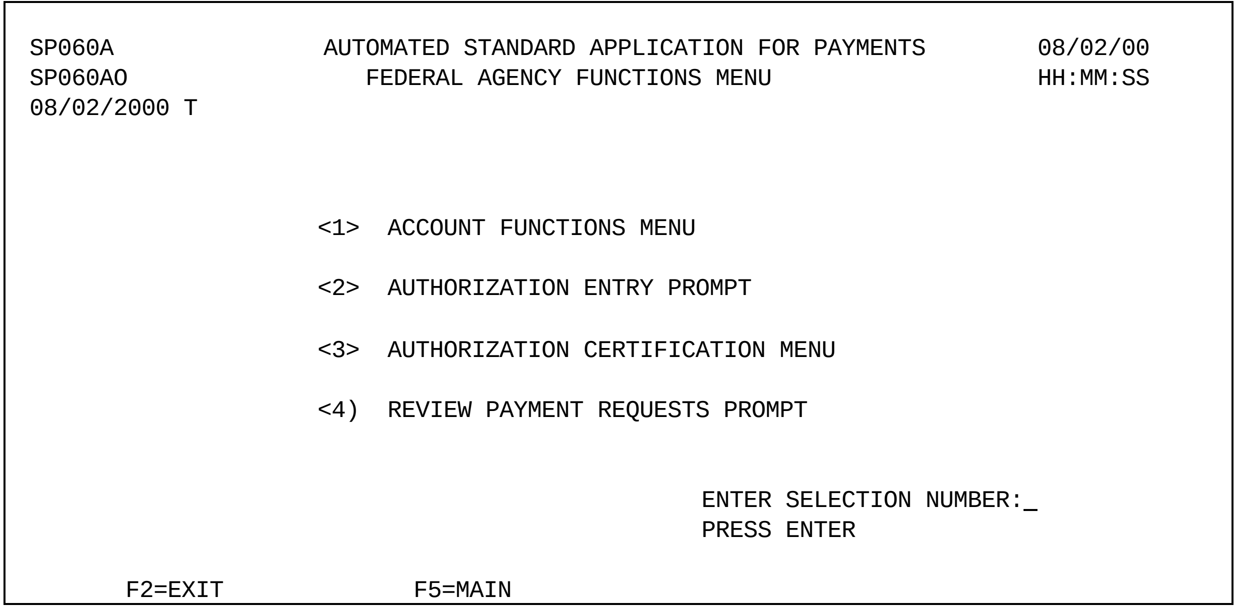
From the ASAP Main Menu, type 3 for the Federal Agency Functions Menu option and press Enter.



```
SP010A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                              MAIN MENU                         HH:MM:SS
08/02/2000 T



                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS



                        ASAP ID                ENTER SELECTION NUMBER: 3
       ORGANIZATION ACCESS CODE                PRESS ENTER

       F2=EXIT
```

STEP 1: RESULT

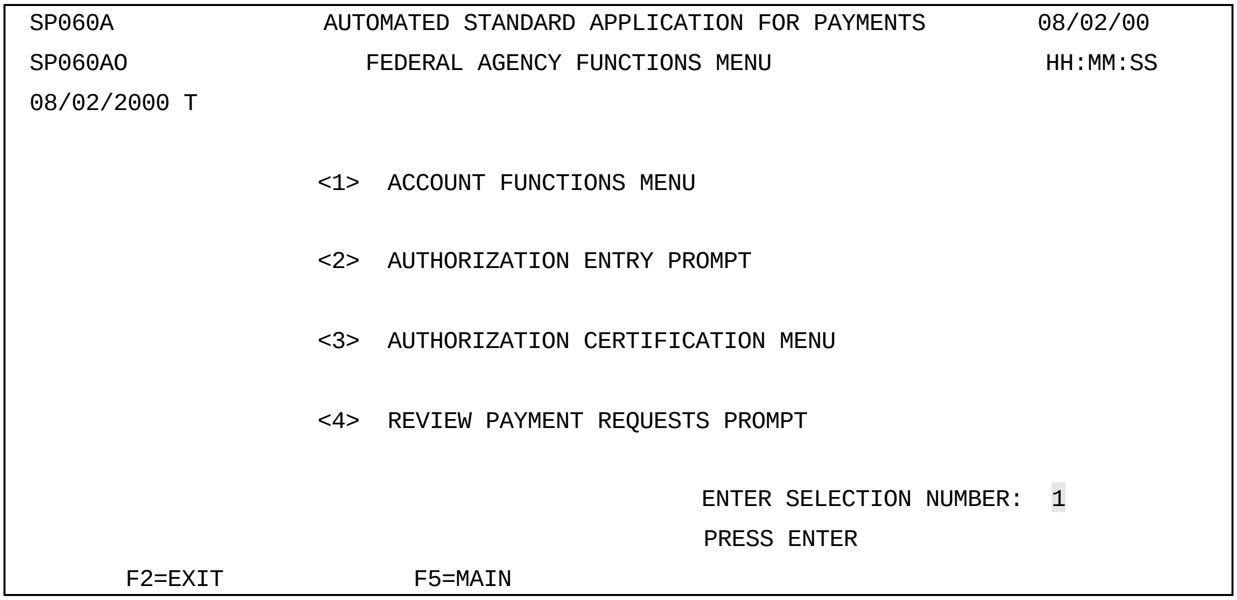
The Federal Agency Functions Menu appears.



```
SP060A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                 FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4)  REVIEW PAYMENT REQUESTS PROMPT


                                                ENTER SELECTION NUMBER:_
                                                PRESS ENTER

       F2=EXIT             F5=MAIN
```

STEP 2: ACTION

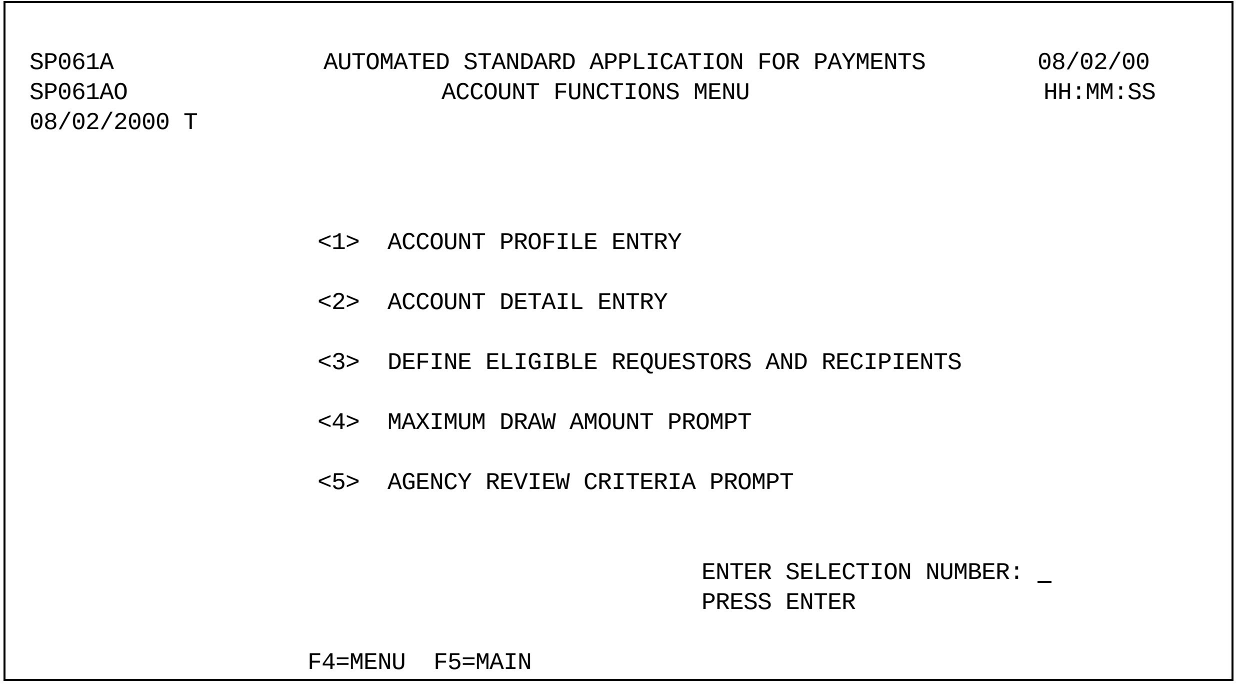
On the Federal Agency Functions Menu, select option 1 for the Account Functions Menu and press Enter.



```
SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP060AO                FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T


                     <1>  ACCOUNT FUNCTIONS MENU


                     <2>  AUTHORIZATION ENTRY PROMPT


                     <3>  AUTHORIZATION CERTIFICATION MENU


                     <4>  REVIEW PAYMENT REQUESTS PROMPT


                                                ENTER SELECTION NUMBER:  1
                                                PRESS ENTER
       F2=EXIT             F5=MAIN
```

STEP 2: RESULT

The Account Functions Menu appears.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                     HH:MM:SS
08/02/2000 T



                     <1>  ACCOUNT PROFILE ENTRY

                     <2>  ACCOUNT DETAIL ENTRY

                     <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                     <4>  MAXIMUM DRAW AMOUNT PROMPT

                     <5>  AGENCY REVIEW CRITERIA PROMPT


                                                ENTER SELECTION NUMBER: _
                                                PRESS ENTER

                    F4=MENU  F5=MAIN
```

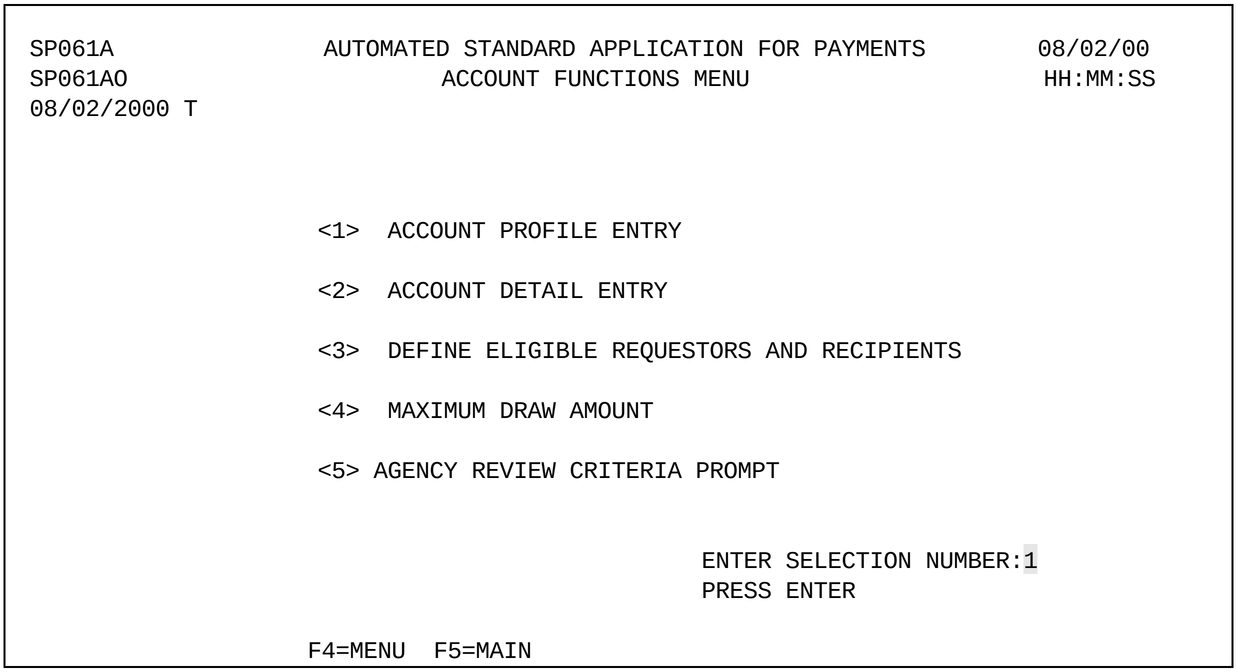
SECTION 3.1
BUILDING A STANDARD ASAP ACCOUNT

PURPOSE

In this section you will learn to how to add, change, suspend and reopen a standard account. To get to the starting point for the Examples in this section, follow the step on the next page.

ACTION:

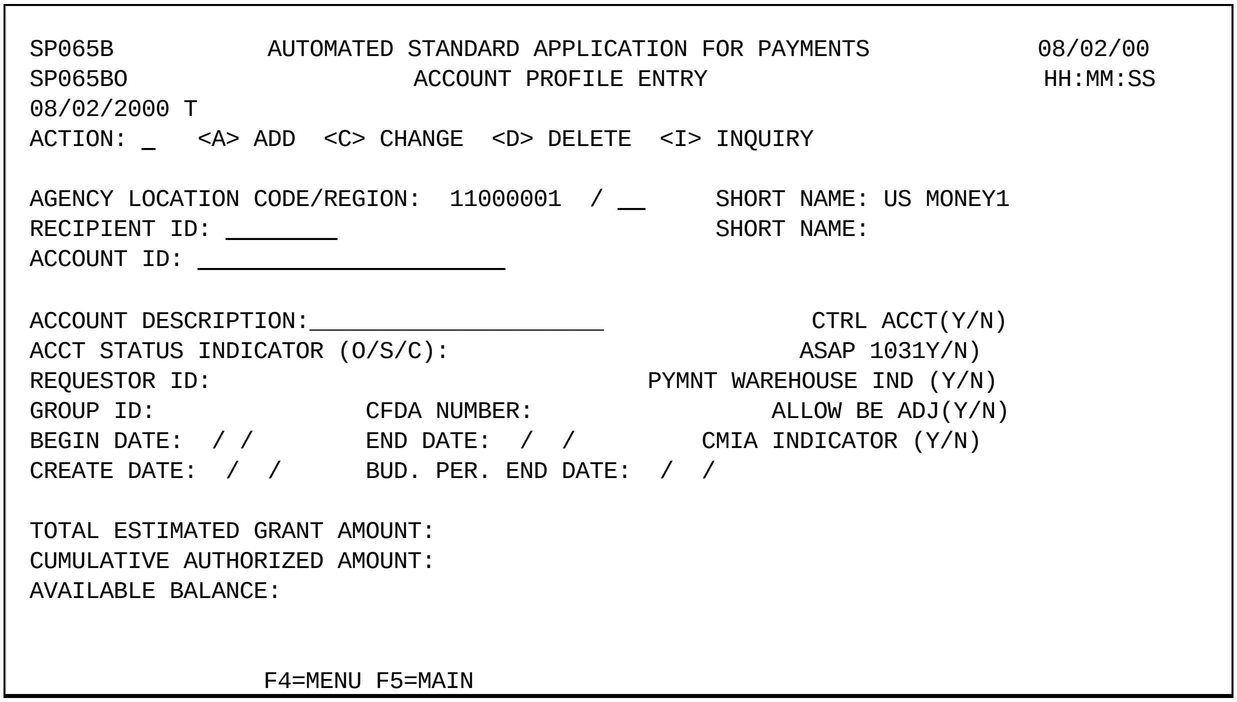
On the Account Functions Menu, type 1 for the Account Profile Entry screen and press Enter.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                    HH:MM:SS
08/02/2000 T



                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT

                    <5> AGENCY REVIEW CRITERIA PROMPT


                                               ENTER SELECTION NUMBER:1
                                               PRESS ENTER

                   F4=MENU  F5=MAIN
```

RESULT:

The Account Profile Entry screen appears.



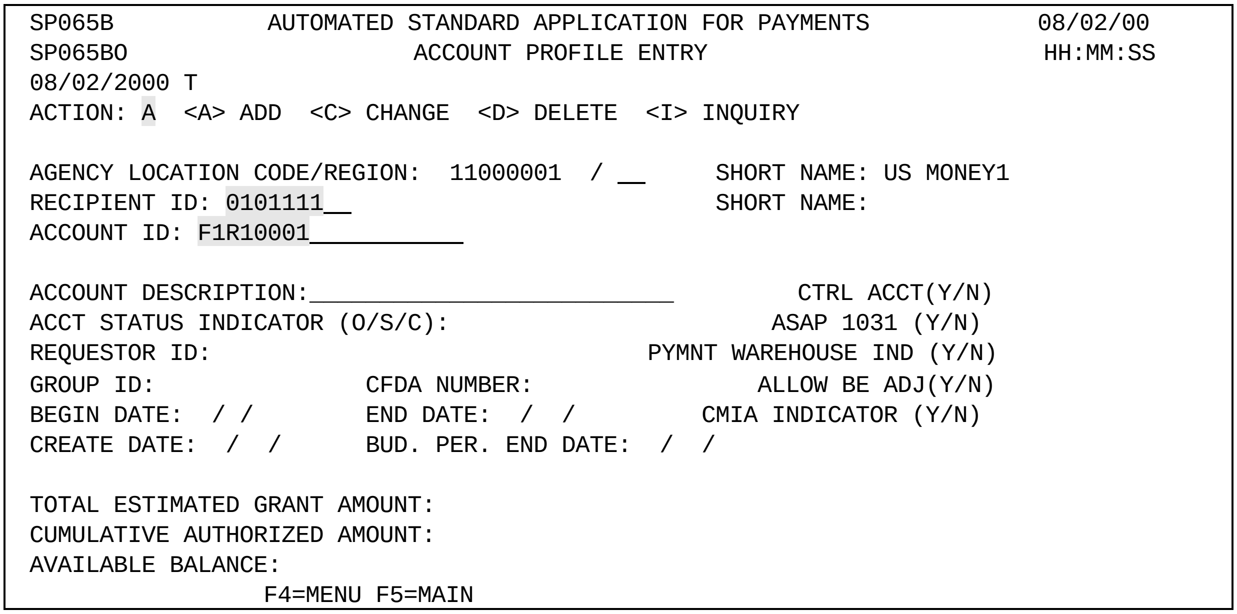
```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: _   <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: ________                           SHORT NAME:
ACCOUNT ID: ______________________

ACCOUNT DESCRIPTION:_____________________              CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):                        ASAP 1031Y/N)
REQUESTOR ID:                               PYMNT WAREHOUSE IND (Y/N)
GROUP ID:               CFDA NUMBER:                ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)
CREATE DATE:  /  /      BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:


                 F4=MENU F5=MAIN
```

EXAMPLE ONE

Using the Account Profile Entry feature, we will add an account profile in the ASAP system.

STEP 1: ACTION

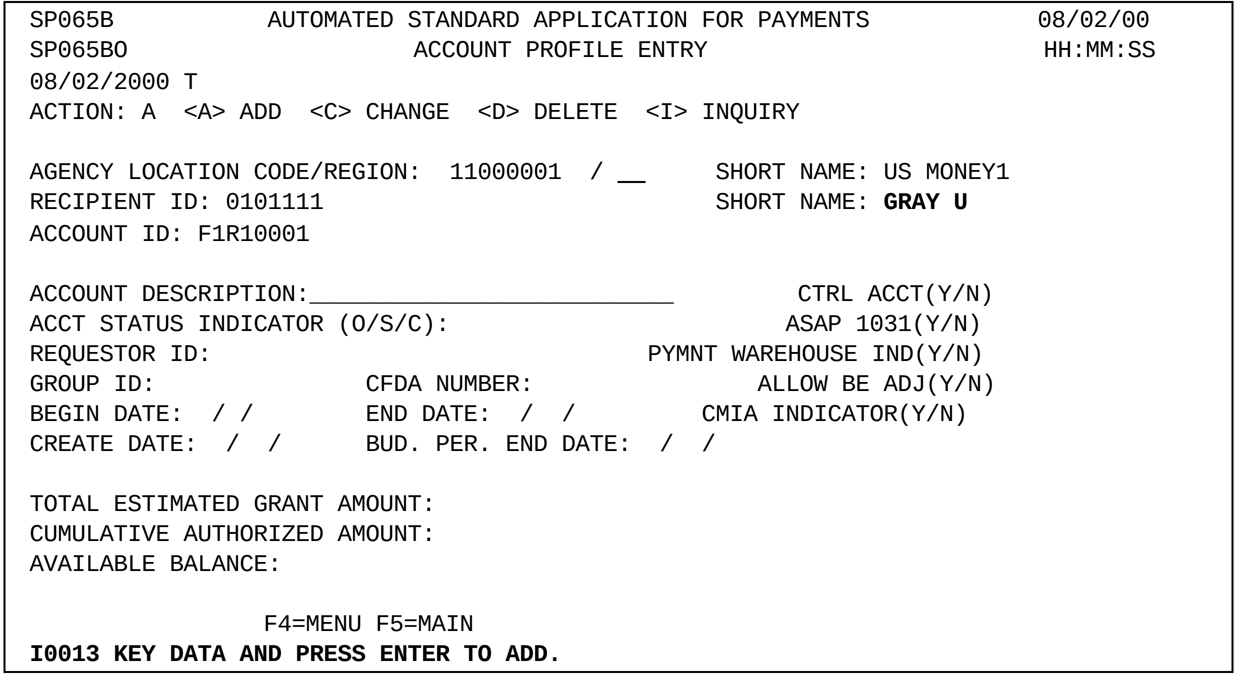
When the Account Profile Entry screen first appears, all fields are displayed, but only the Action and two component fields of the Account, Recipient ID and Account ID, can be entered. The ALC/Region code will be displayed and protected. Fill in the Action, Recipient ID and Account ID fields and press Enter.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111__                          SHORT NAME:
ACCOUNT ID: F1R10001___________

ACCOUNT DESCRIPTION:__________________________         CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):                        ASAP 1031 (Y/N)
REQUESTOR ID:                               PYMNT WAREHOUSE IND (Y/N)
GROUP ID:              CFDA NUMBER:                ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /       END DATE:  /  /         CMIA INDICATOR (Y/N)
CREATE DATE:  /  /     BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
```

STEP 1: RESULT

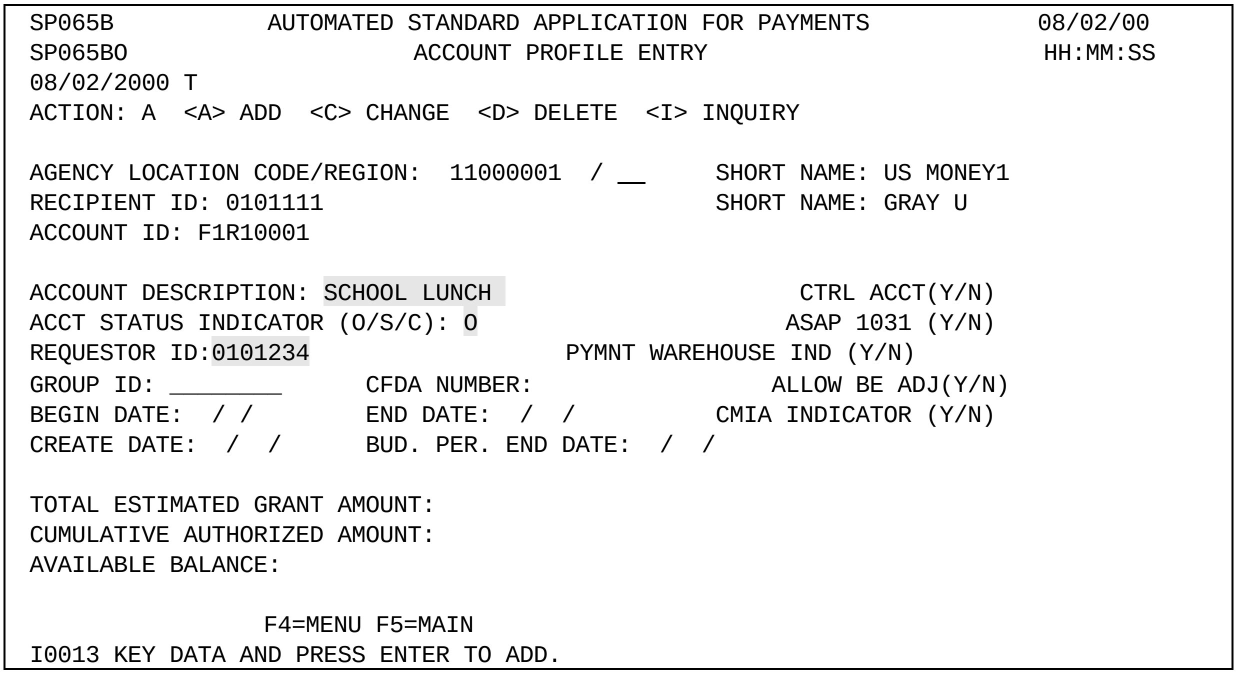
The cursor is repositioned to the Account Description field and the information message “Key Data and Press Enter to Add” appears.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION:__________________________         CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):                          ASAP 1031(Y/N)
REQUESTOR ID:                               PYMNT WAREHOUSE IND(Y/N)
GROUP ID:              CFDA NUMBER:                ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /       END DATE:  /  /         CMIA INDICATOR(Y/N)
CREATE DATE:  /  /     BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

                 F4=MENU F5=MAIN
I0013 KEY DATA AND PRESS ENTER TO ADD.
```

STEP 2: ACTION

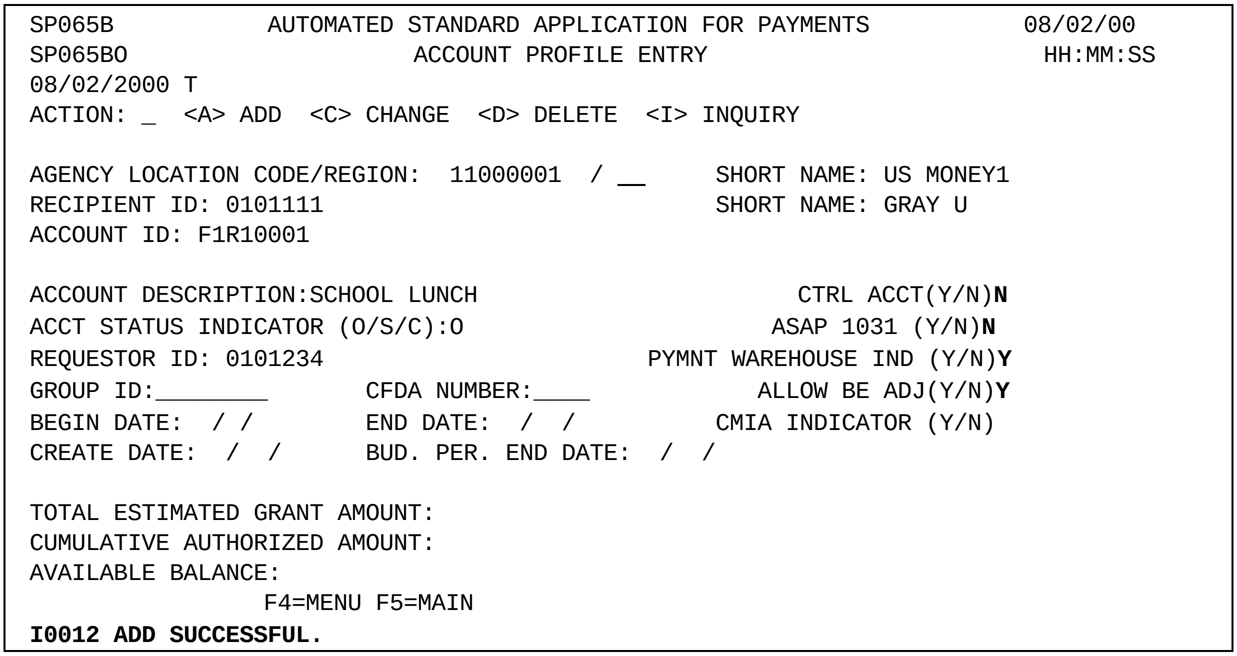
Complete the Account Profile Entry screen and press Enter.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL LUNCH                      CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N)
REQUESTOR ID:0101234                  PYMNT WAREHOUSE IND (Y/N)
GROUP ID: ________      CFDA NUMBER:                ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /        END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE:  /  /      BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

                 F4=MENU F5=MAIN
I0013 KEY DATA AND PRESS ENTER TO ADD.
```

STEP 2: RESULT

You have successfully completed building an account. The information you entered, plus system defaults in fields that you did not enter, is displayed. Notice the message at the bottom of the screen - I0012 ADD SUCCESSFUL.



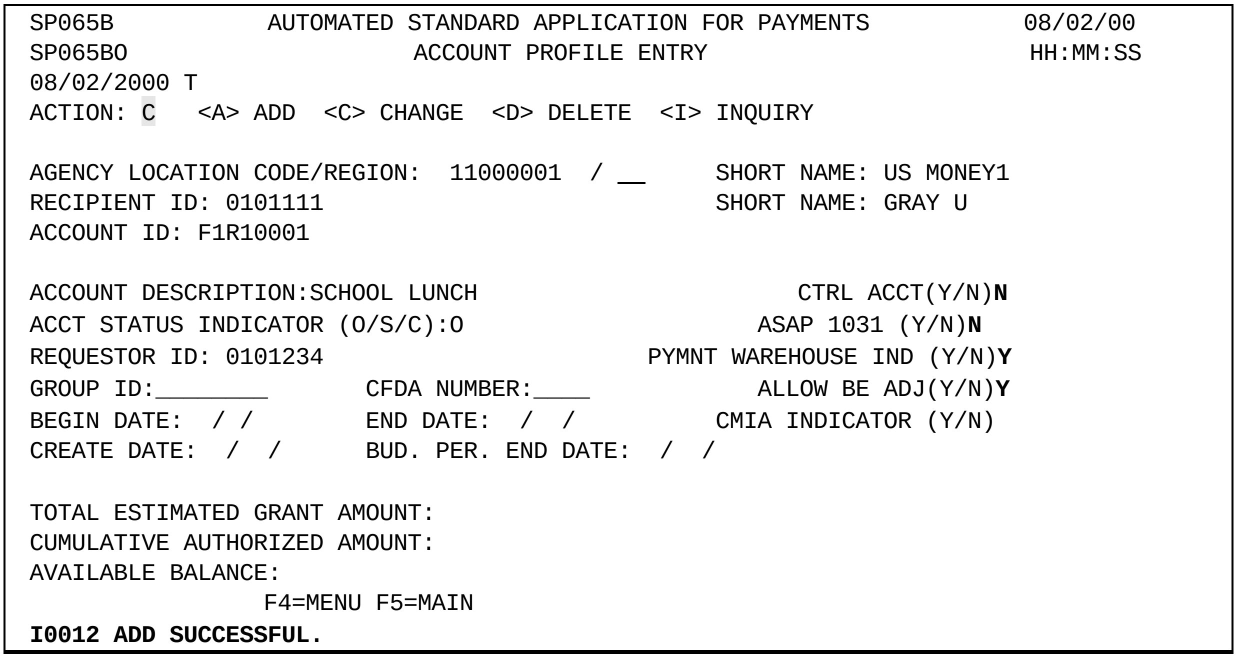
```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION:SCHOOL LUNCH                       CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                      PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:____            ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE:  /  /      BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0012 ADD SUCCESSFUL.
```

EXAMPLE TWO

Using the Account Profile Entry feature, we will change an account profile in the ASAP system.

STEP 1: ACTION

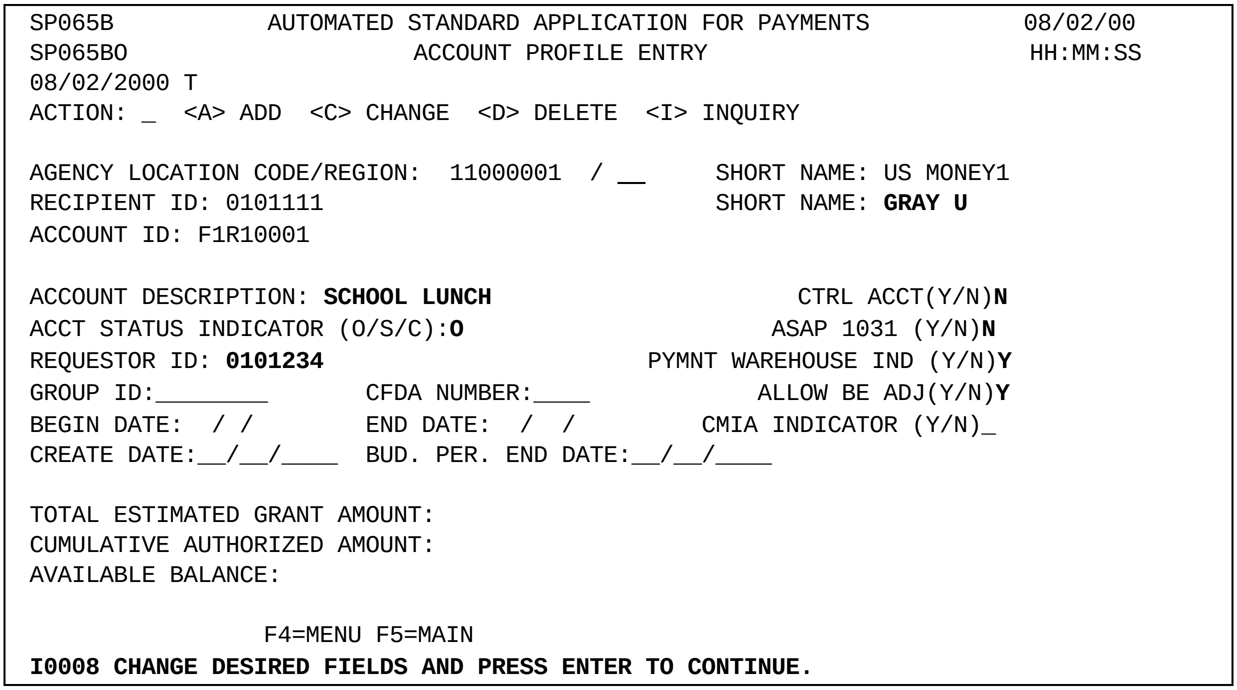
The Recipient ID and Account ID fields already have the information from the account you created in Example 1. Type C for change in the action field and press Enter.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: C   <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION:SCHOOL LUNCH                       CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________        CFDA NUMBER:____            ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /         END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE:  /  /       BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0012 ADD SUCCESSFUL.
```

STEP 1: RESULT

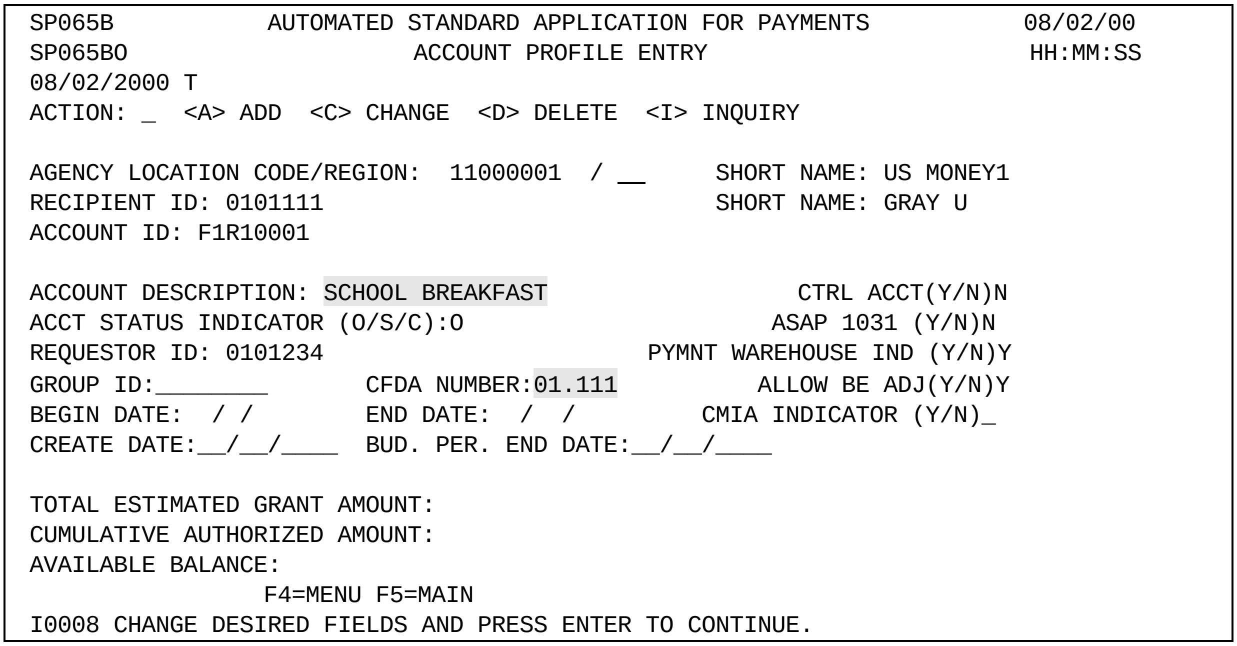
The screen displays the information you entered in Example 1 plus the system defaults for the applicable fields.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL LUNCH                      CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                       ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________        CFDA NUMBER:____            ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /         END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____   BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

                 F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.
```

STEP 2: ACTION

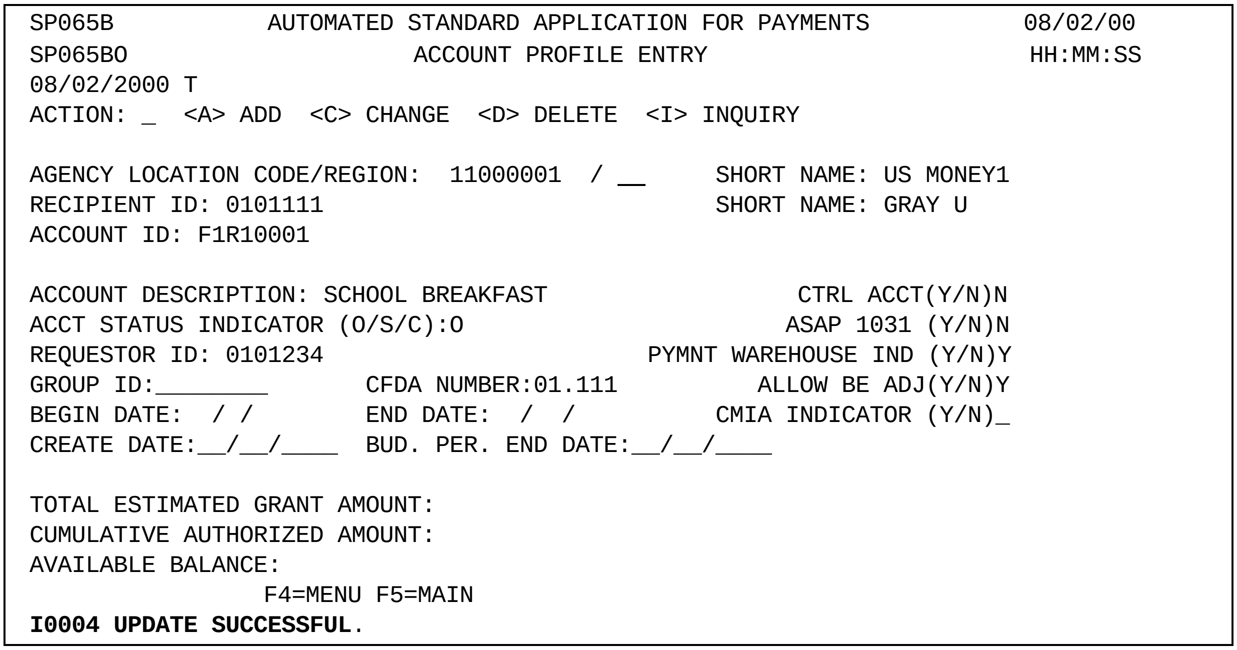
Change the Account Description which previously existed and add the CFDA number which was left blank when the Account Profile was created and then press Enter.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                     HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.
```

STEP 2: RESULT

You have successfully changed an account. A message at the bottom of the screen is displayed indicating that the update was successful.



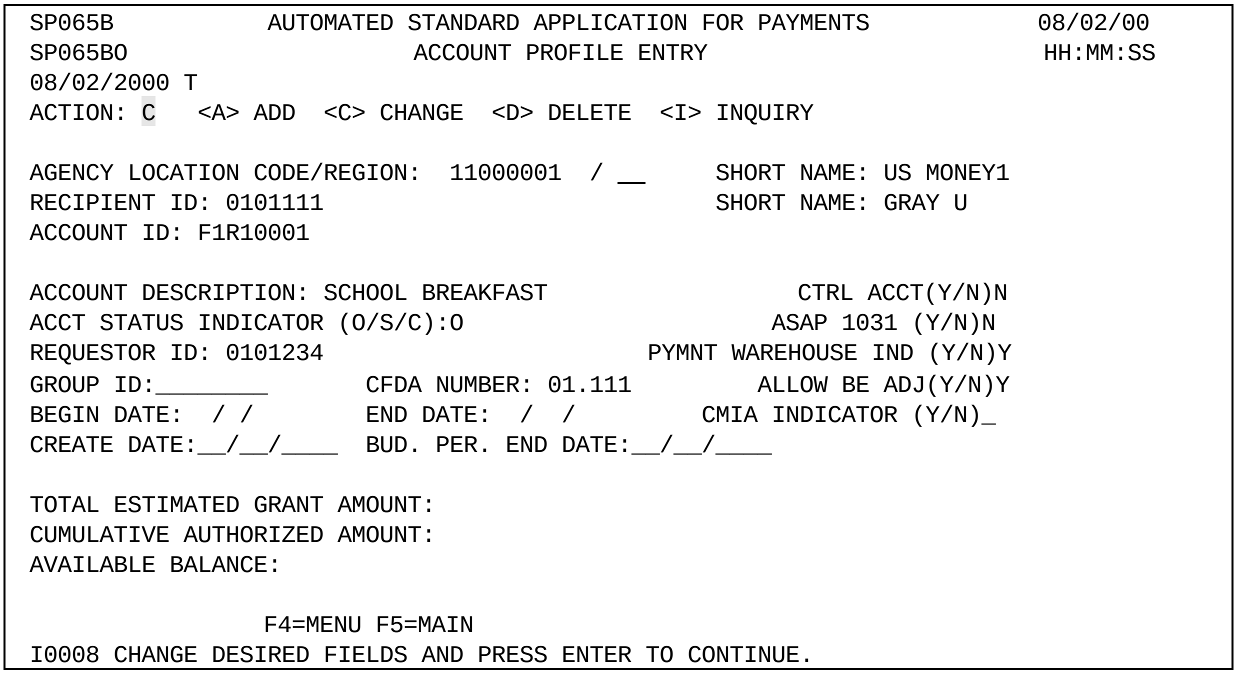
```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                     HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                       ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /          CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0004 UPDATE SUCCESSFUL.
```

EXAMPLE THREE

Using the Account Profile Entry feature, we will suspend an account profile in the ASAP system.

STEP 1: ACTION

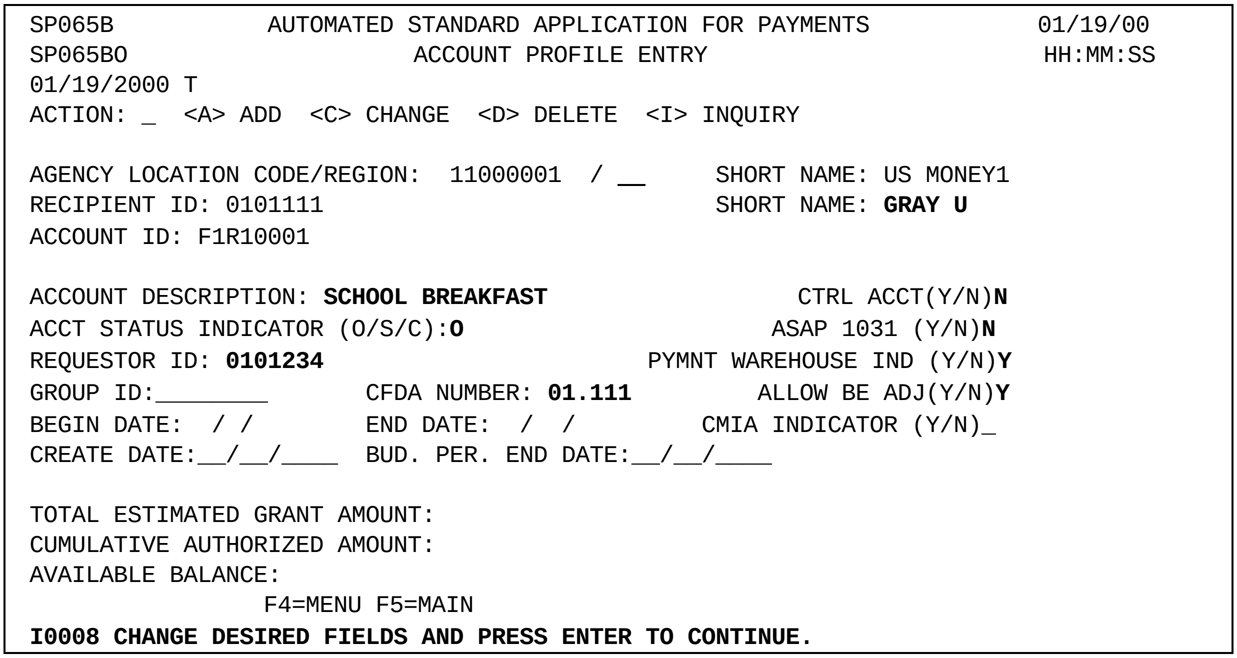
The Recipient ID and Account ID fields already have the information from the account you created in Example 1. Type C for change in the Action field and press Enter.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: C   <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER: 01.111         ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

                 F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.
```

STEP 1: RESULT

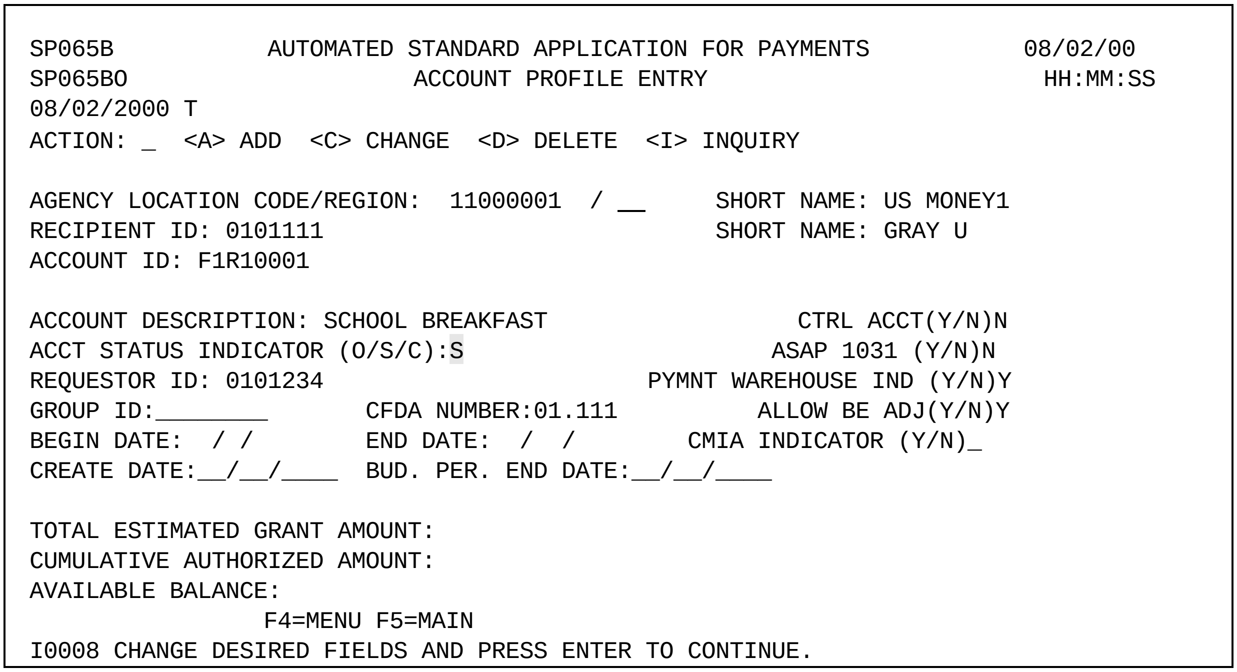
The screen displays the information you entered in Examples 1 and 2 plus the system defaults for the applicable fields.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           01/19/00
SP065BO                    ACCOUNT PROFILE ENTRY                       HH:MM:SS
01/19/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER: 01.111         ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.
```

STEP 2: ACTION

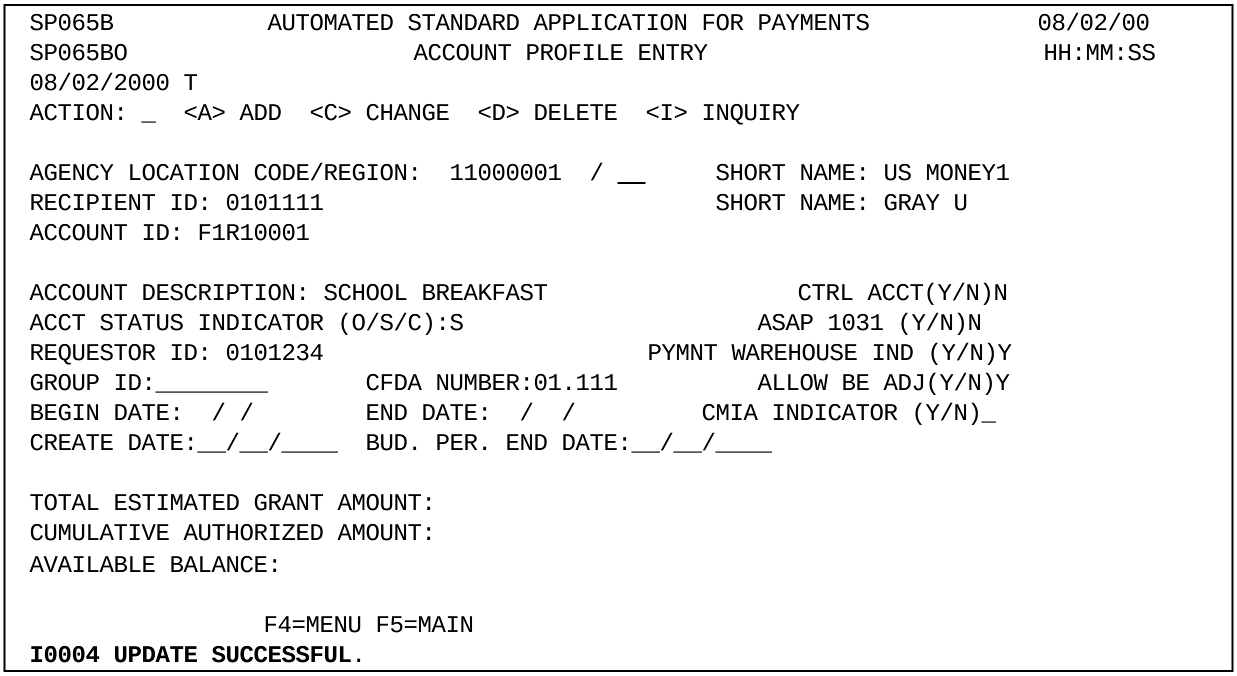
Change the Account Status Indicator to S and press Enter.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                 CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S                     ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________        CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /         END DATE:  /  /        CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____   BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.
```

STEP 2: RESULT

You have successfully suspended an account. Notice the message at the bottom of the screen - I0004 UPDATE SUCCESSFUL.



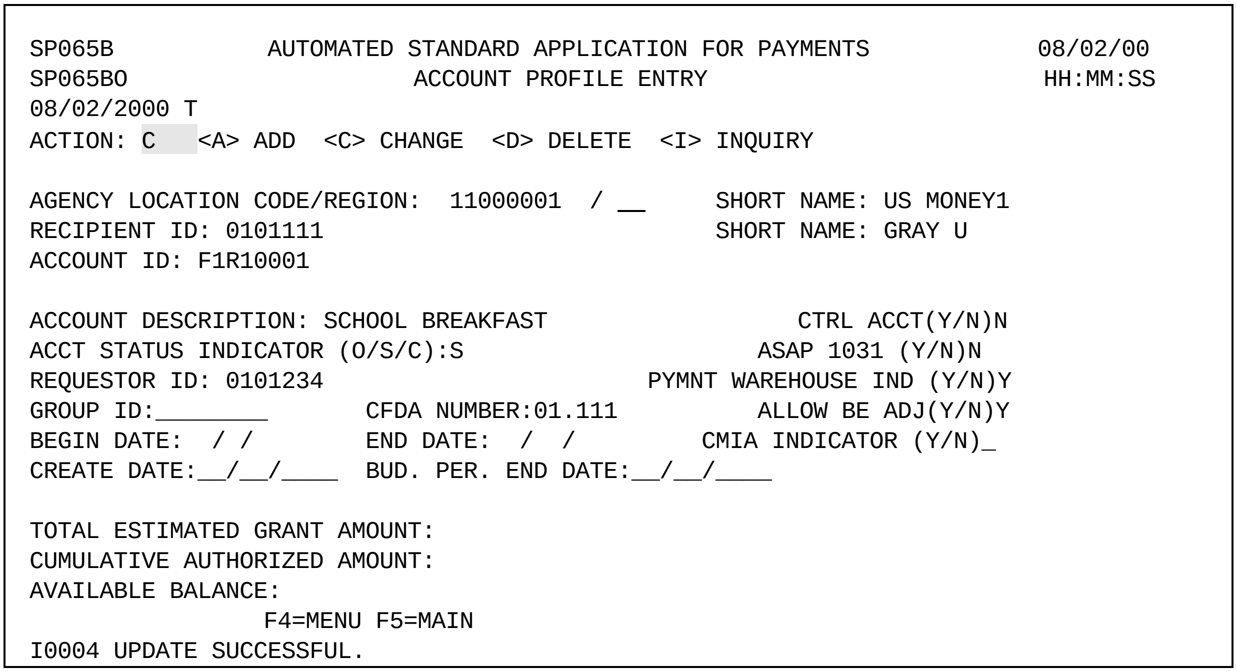
```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                 CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S                    ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________        CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /         END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____   BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

                 F4=MENU F5=MAIN
I0004 UPDATE SUCCESSFUL.
```

EXAMPLE FOUR

Using the Account Profile Entry feature, we will re-open an account that has been suspended in the ASAP system.

STEP 1: ACTION

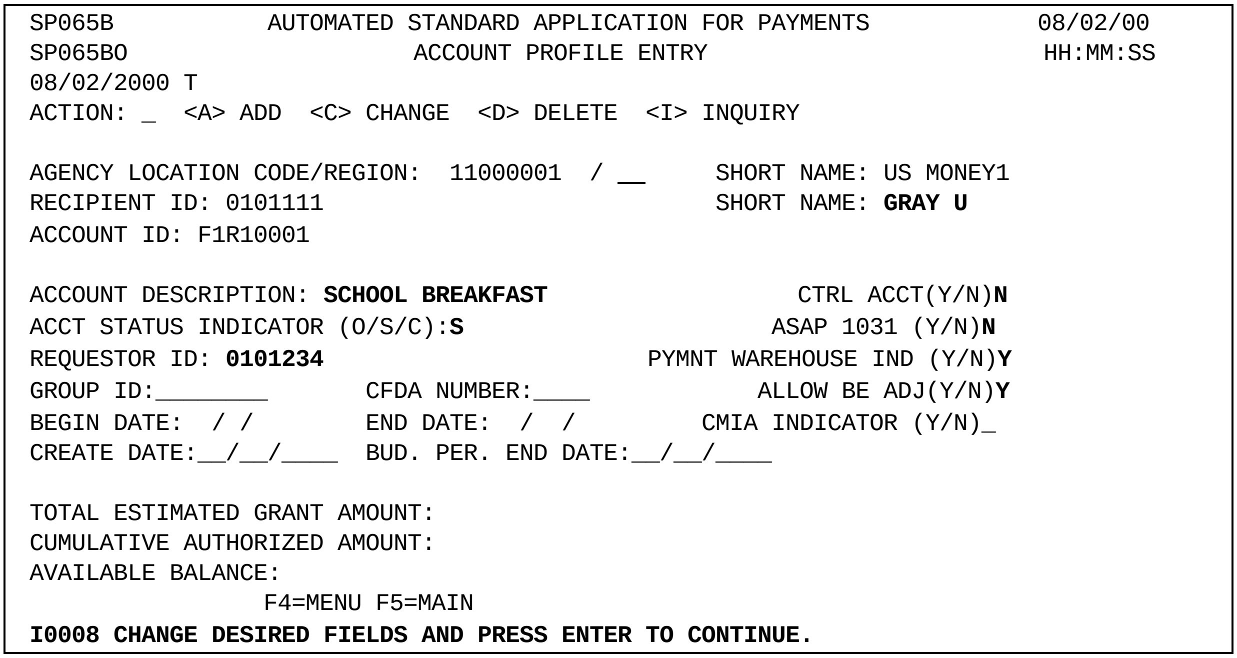
The Recipient ID and Account ID fields already have the information from the account you created in Example 1. Type C for change in the Action field and press Enter.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: C    <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S                     ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0004 UPDATE SUCCESSFUL.
```

STEP 1: RESULT

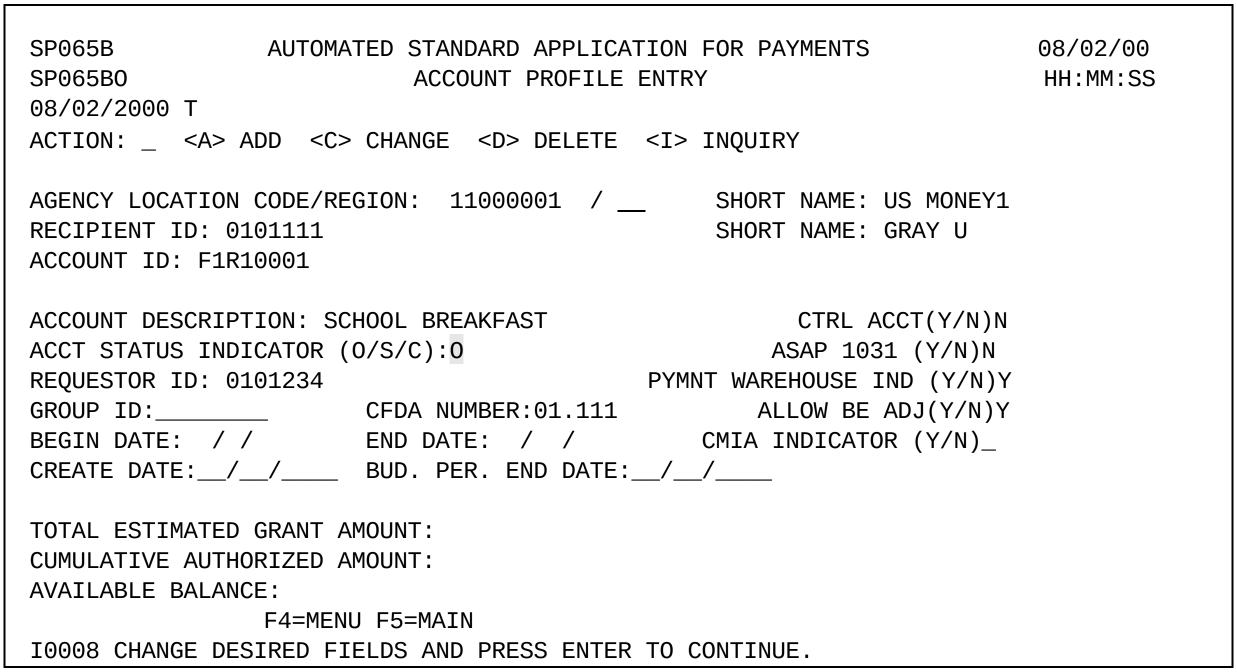
The screen displays the information you previously entered, plus the system defaults for the applicable fields.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):S                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:____            ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.
```

STEP 2: ACTION

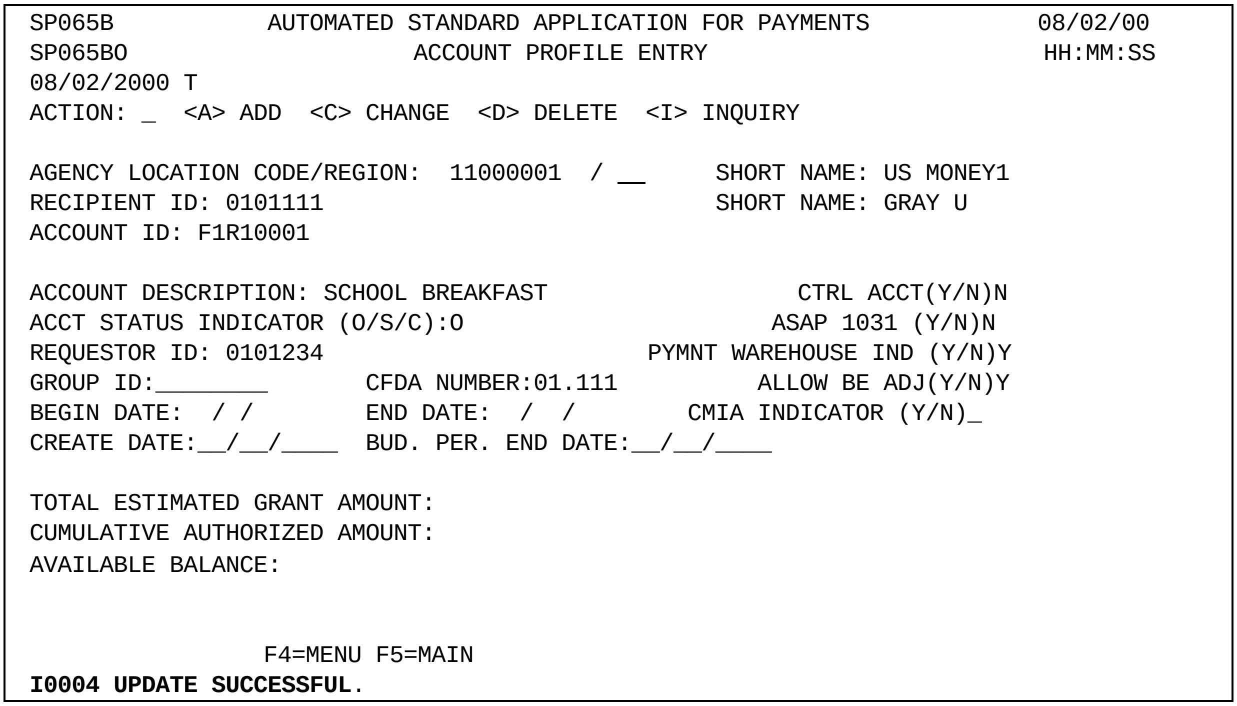
Change the Account Status Indicator to O and press Enter.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                       ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0008 CHANGE DESIRED FIELDS AND PRESS ENTER TO CONTINUE.
```

STEP 2: RESULT

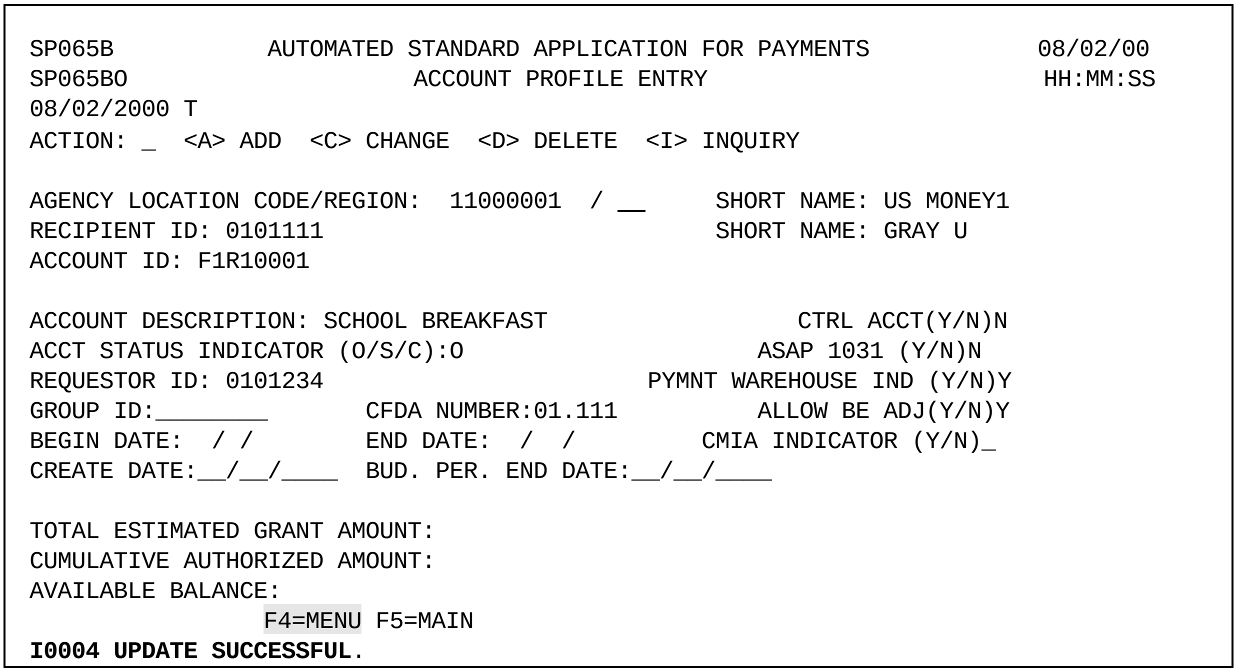
You have successfully re-opened an account. Notice the message at the bottom of the screen - I0004 UPDATE SUCCESSFUL.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                       ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /        CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:


                 F4=MENU F5=MAIN
I0004 UPDATE SUCCESSFUL.
```

STEP 3: ACTION

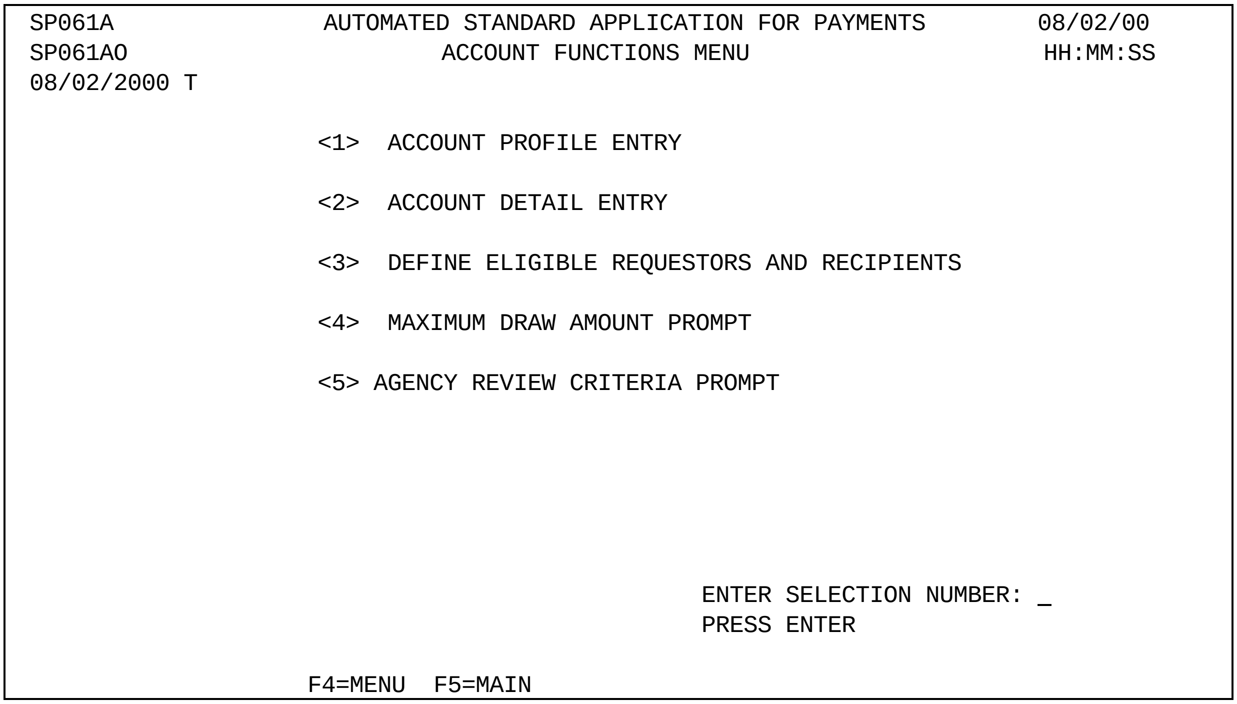
Press F4=MENU to return to the Account Functions Menu.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: SCHOOL BREAKFAST                  CTRL ACCT(Y/N)N
ACCT STATUS INDICATOR (O/S/C):O                     ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                      PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:01.111          ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                F4=MENU F5=MAIN
I0004 UPDATE SUCCESSFUL.
```

STEP 3: RESULT

The Account Functions Menu appears.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                     HH:MM:SS
08/02/2000 T

                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5> AGENCY REVIEW CRITERIA PROMPT




                                               ENTER SELECTION NUMBER: _
                                               PRESS ENTER

                   F4=MENU  F5=MAIN
```

SECTION 3.2
BUILDING A CONTROL ACCOUNT

PURPOSE

In this section you will build a Control Account and learn how to add Account Details

THE CONTROL ACCOUNT

Some Federal Agencies have a need to establish a lower level, account detail for awards that are made at the account level but are drawn and expended at the sub-program or project level.

If you indicate a "Y" next to the Control Account indicator on the Account Profile Entry Screen, you may access the Account Detail Entry function to add as many as 300 account details to further define the use of funds in the account. This feature cannot be added to an ASAP 1031 account.

FUNCTION KEY

The following function key appears on the Account Profile Entry screen when the Control Account indicator has been set to Y.

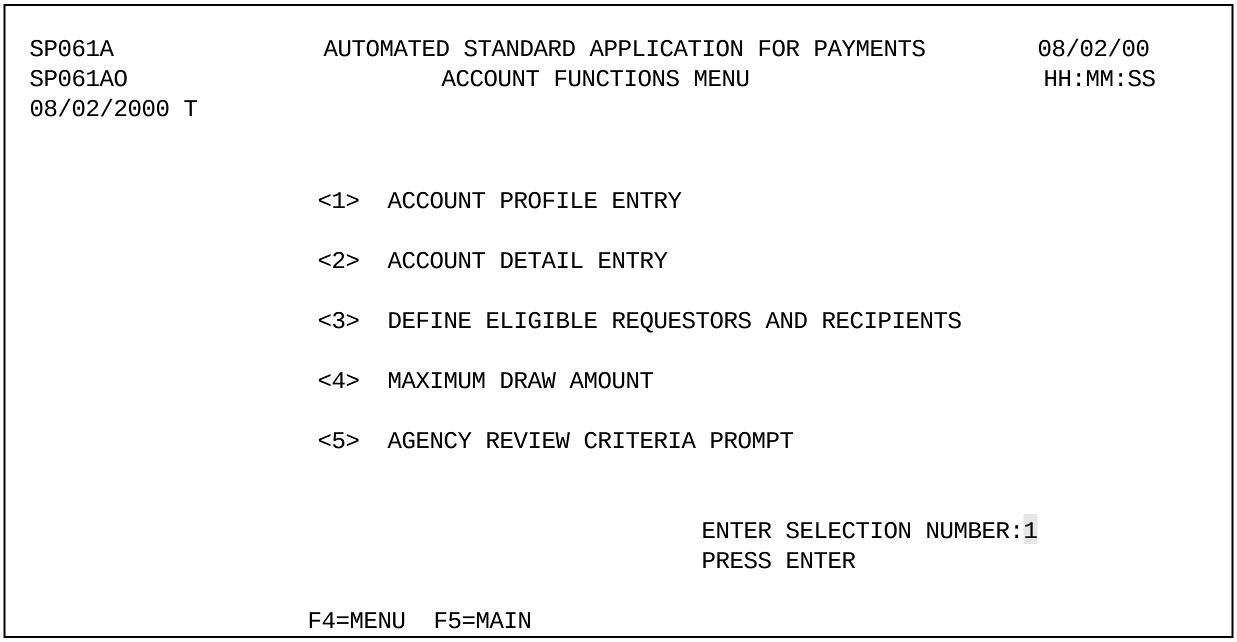
F9=DTL	Allows you to define Account Details associated with Control Accounts.

EXAMPLE ONE

Using the Account Profile Entry feature, we will add an account profile with Control Account capabilities in the ASAP system.

STEP 1: ACTION

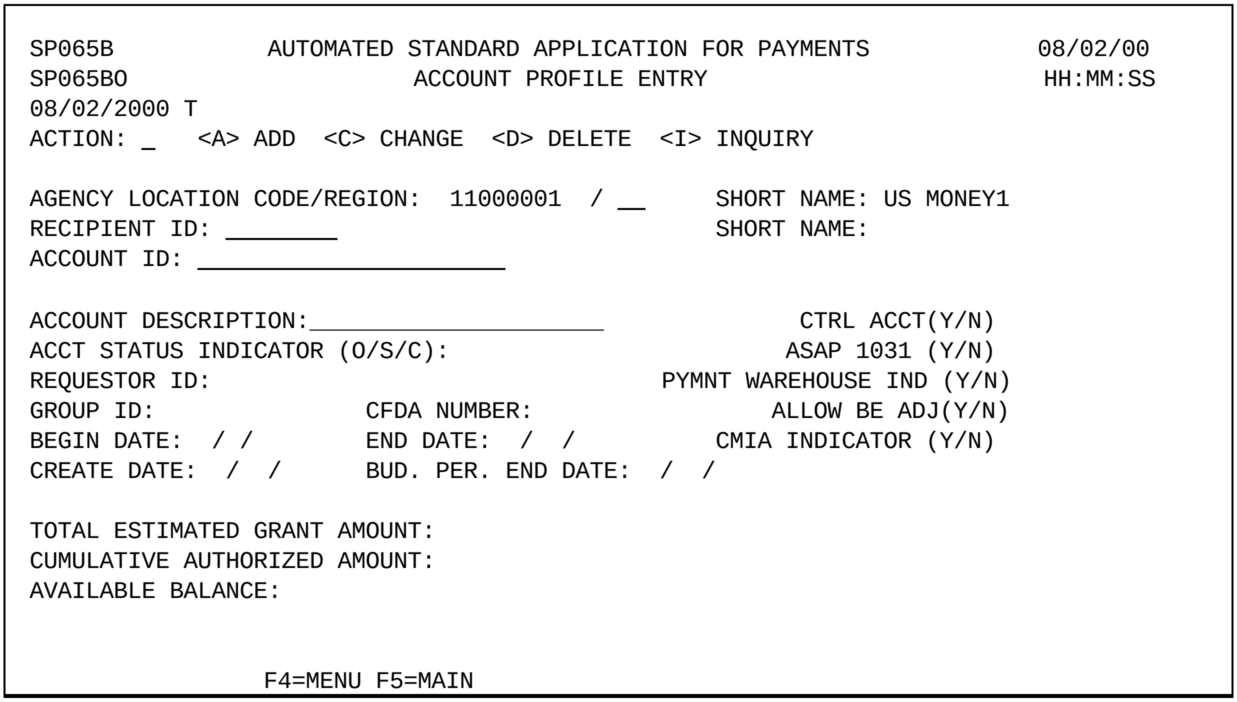
On the Account Functions Menu, type 1 for the Account Profile Entry screen and press Enter.



```
SP061A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP061AO                       ACCOUNT FUNCTIONS MENU                    HH:MM:SS
08/02/2000 T


                     <1>  ACCOUNT PROFILE ENTRY

                     <2>  ACCOUNT DETAIL ENTRY

                     <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                     <4>  MAXIMUM DRAW AMOUNT

                     <5>  AGENCY REVIEW CRITERIA PROMPT


                                                ENTER SELECTION NUMBER:1
                                                PRESS ENTER

                    F4=MENU  F5=MAIN
```

STEP 1: RESULT

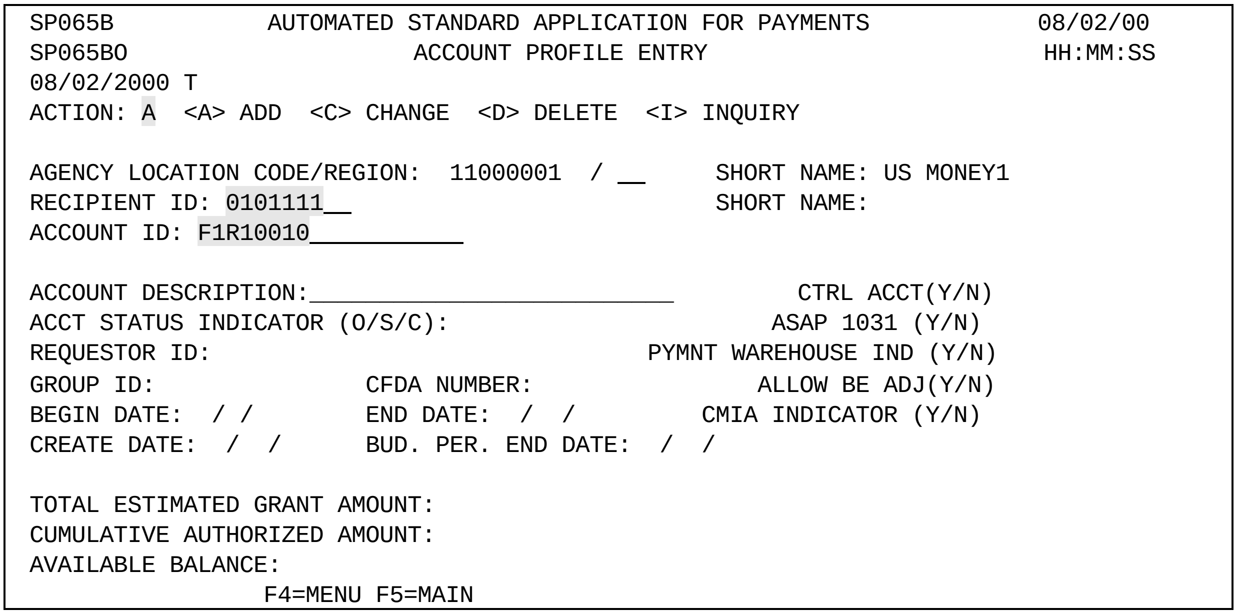
The Account Profile Entry screen appears.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: _   <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: ________                           SHORT NAME:
ACCOUNT ID: ______________________

ACCOUNT DESCRIPTION:_____________________              CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):                        ASAP 1031 (Y/N)
REQUESTOR ID:                               PYMNT WAREHOUSE IND (Y/N)
GROUP ID:               CFDA NUMBER:                 ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /        END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE:  /  /      BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:


                 F4=MENU F5=MAIN
```

STEP 2: ACTION

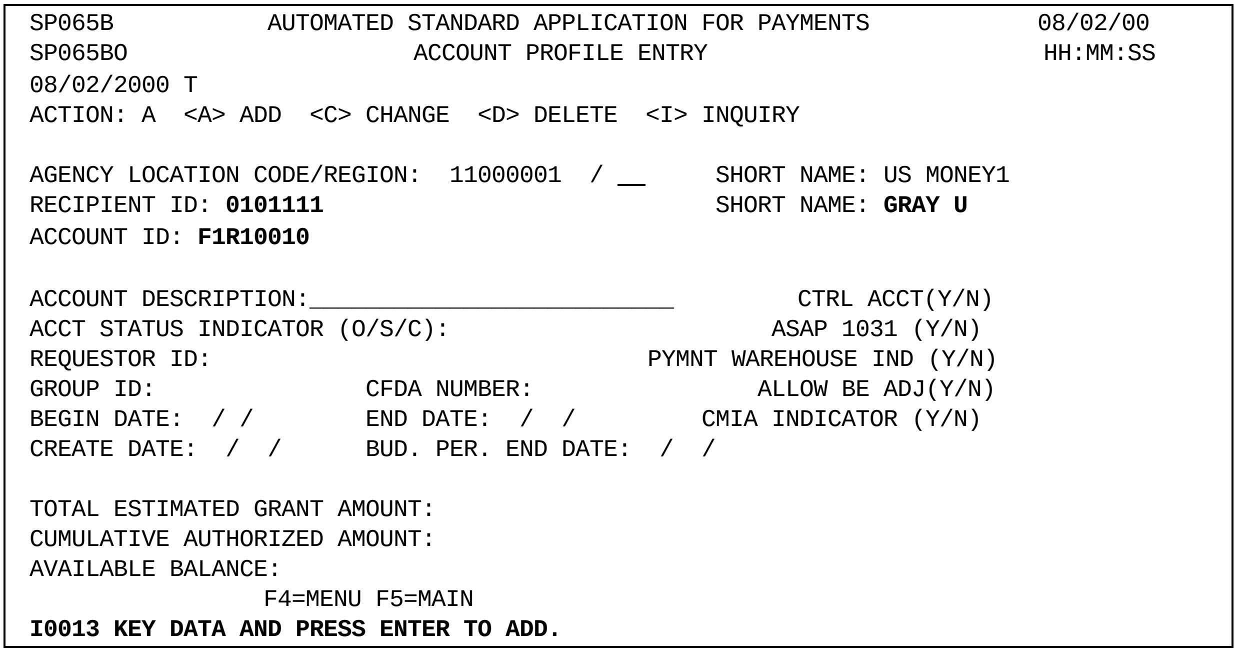
When the Account Profile Entry screen first appears, all fields are displayed, but only the Action and two component fields of the Account, Recipient ID and Account ID, can be entered. The ALC/Region code will be displayed and protected. Fill in the Action, Recipient ID and Account ID fields and press Enter.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                         HH:MM:SS
08/02/2000 T
ACTION: A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111__                          SHORT NAME:
ACCOUNT ID: F1R10010___________

ACCOUNT DESCRIPTION:__________________________         CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):                       ASAP 1031 (Y/N)
REQUESTOR ID:                               PYMNT WAREHOUSE IND (Y/N)
GROUP ID:               CFDA NUMBER:                ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)
CREATE DATE:  /  /      BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
```

STEP 2: RESULT

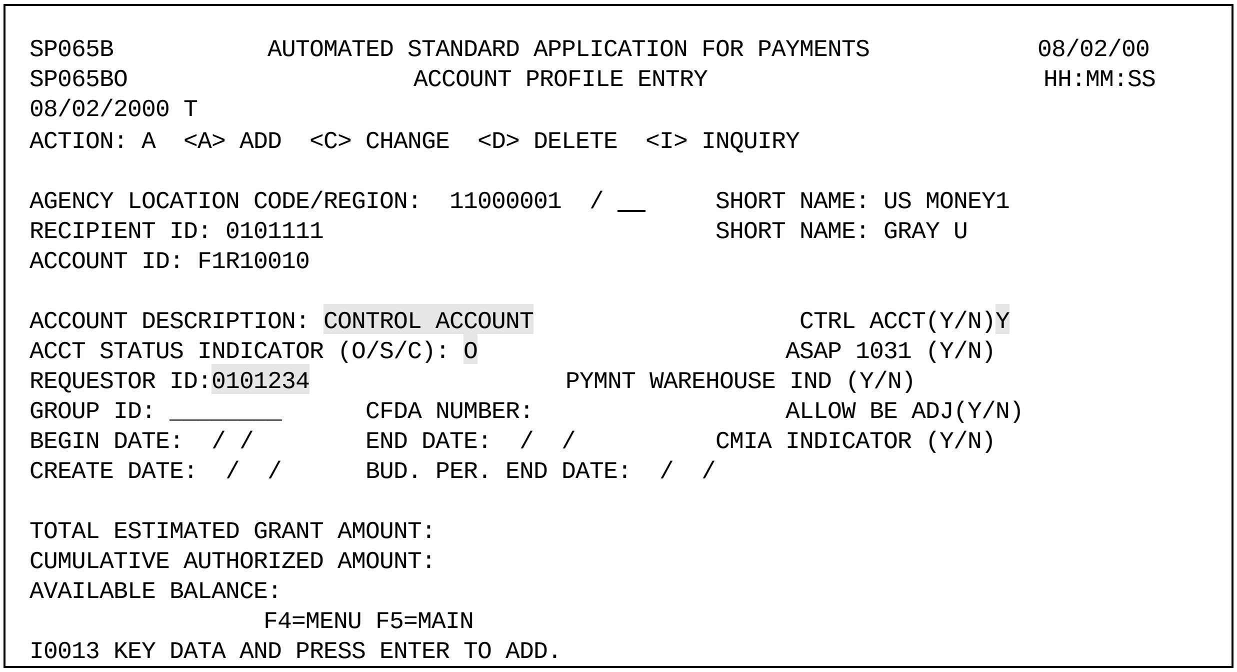
The cursor is repositioned to the Account Description field and the information message “Key Data and Press Enter to Add” appears.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                         HH:MM:SS
08/02/2000 T
ACTION: A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10010

ACCOUNT DESCRIPTION:__________________________         CTRL ACCT(Y/N)
ACCT STATUS INDICATOR (O/S/C):                       ASAP 1031 (Y/N)
REQUESTOR ID:                               PYMNT WAREHOUSE IND (Y/N)
GROUP ID:               CFDA NUMBER:                ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)
CREATE DATE:  /  /      BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
I0013 KEY DATA AND PRESS ENTER TO ADD.
```

STEP 3: ACTION

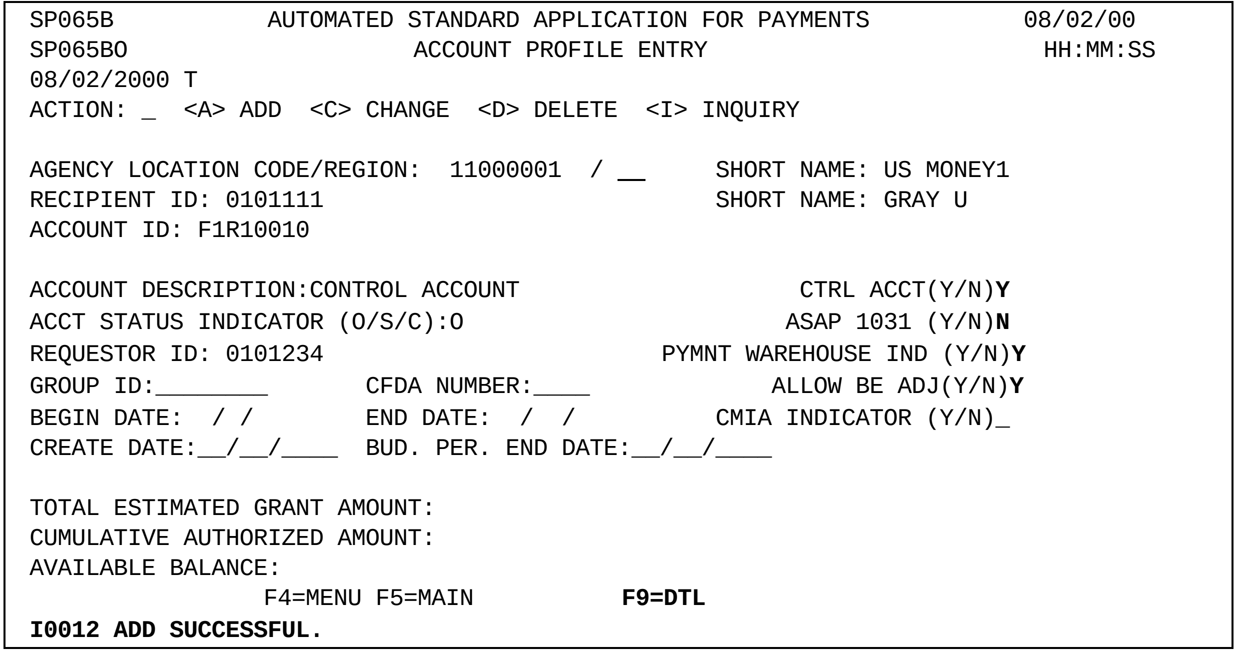
Complete the Account Profile Entry screen, indicate a Y in the CTRL ACCT field, and press Enter.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10010

ACCOUNT DESCRIPTION: CONTROL ACCOUNT                   CTRL ACCT(Y/N)Y
ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N)
REQUESTOR ID:0101234                  PYMNT WAREHOUSE IND (Y/N)
GROUP ID: ________       CFDA NUMBER:                  ALLOW BE ADJ(Y/N)
BEGIN DATE:  / /         END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE:  /  /       BUD. PER. END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                F4=MENU F5=MAIN
I0013 KEY DATA AND PRESS ENTER TO ADD.
```

STEP 3: RESULT

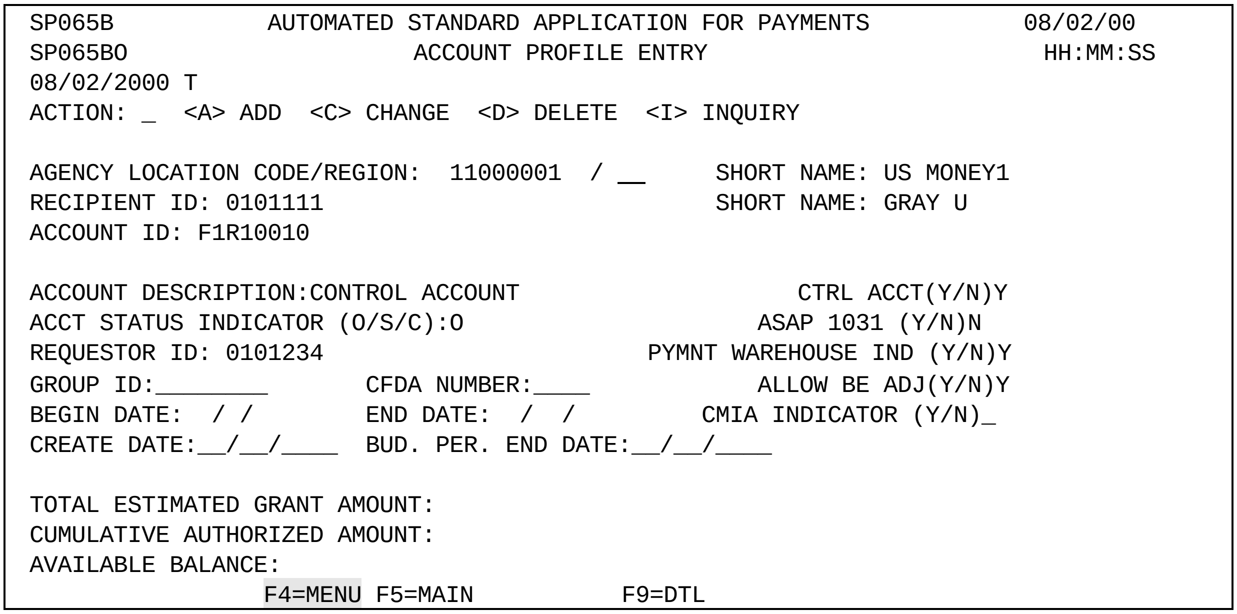
You have successfully completed building a Control Account. The information you entered, plus system defaults in fields that you did not enter, is displayed. The function key F9 is displayed, indicating account details may be added.



```
SP065B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065BO                    ACCOUNT PROFILE ENTRY                        HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10010

ACCOUNT DESCRIPTION:CONTROL ACCOUNT                    CTRL ACCT(Y/N)Y
ACCT STATUS INDICATOR (O/S/C):O                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                     PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:____            ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /           CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                F4=MENU F5=MAIN          F9=DTL
I0012 ADD SUCCESSFUL.
```

STEP 4: ACTION

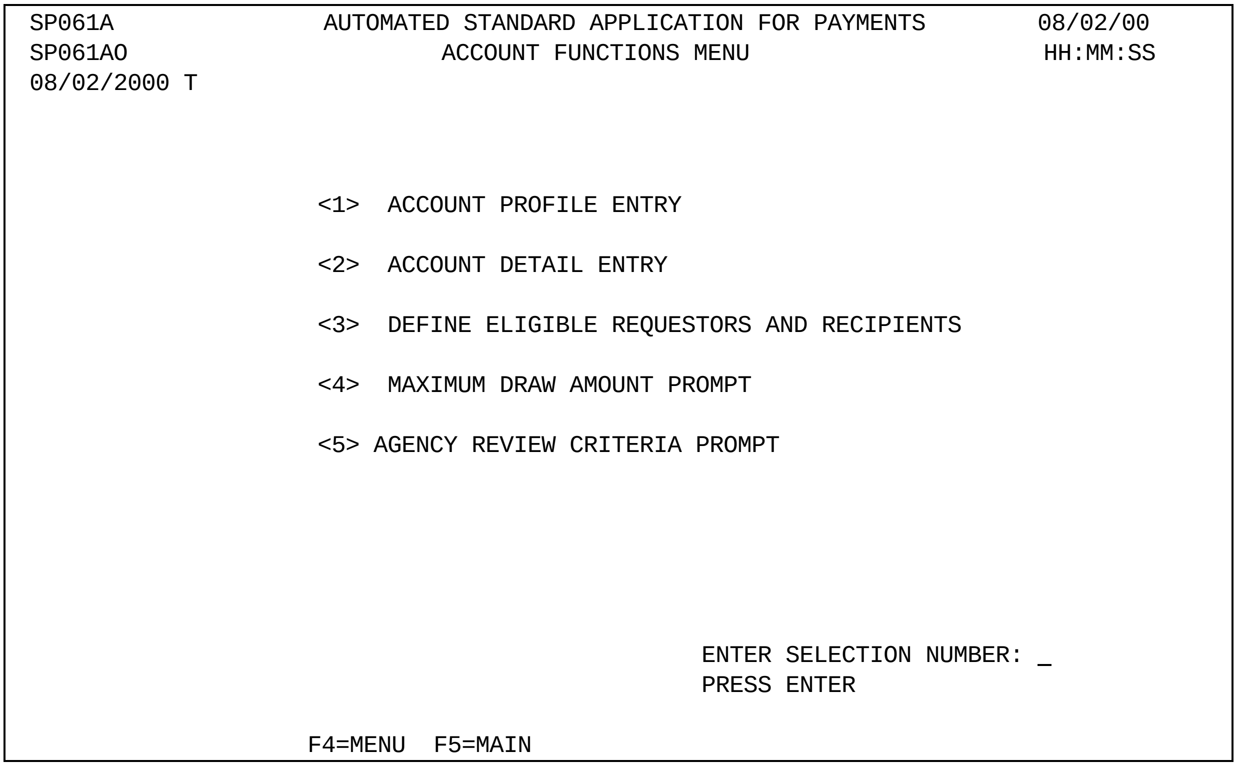
Press F4=MENU to return to the Account Functions Menu.



```
SP065B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065BO                   ACCOUNT PROFILE ENTRY                       HH:MM:SS
08/02/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10010

ACCOUNT DESCRIPTION:CONTROL ACCOUNT                    CTRL ACCT(Y/N)Y
ACCT STATUS INDICATOR (O/S/C):O                      ASAP 1031 (Y/N)N
REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND (Y/N)Y
GROUP ID:________       CFDA NUMBER:____             ALLOW BE ADJ(Y/N)Y
BEGIN DATE:  / /        END DATE:  /  /         CMIA INDICATOR (Y/N)_
CREATE DATE:__/__/____  BUD. PER. END DATE:__/__/____

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                F4=MENU F5=MAIN          F9=DTL
```

STEP 4: RESULT

The Account Functions Menu appears.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                    HH:MM:SS
08/02/2000 T




                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5> AGENCY REVIEW CRITERIA PROMPT





                                           ENTER SELECTION NUMBER: _
                                           PRESS ENTER

                   F4=MENU  F5=MAIN
```

EXAMPLE TWO

Using the Account Detail Entry Feature, we will add three details to the Control Account built in Example 1. Each detail has a maximum length of 30 alphanumeric characters with no leading spaces. The Federal Agency has the ability to add up to 300 account details to a single ASAP account. The balance in the account is maintained at the account level. Payment requests and adjustments are made at the account detail level.

If a Cumulative Draw Limit is assigned to an Account Detail ID, funds can be withdrawn for that account detail up to the assigned amount within the limits of the account's available balance. If the Cumulative Draw Limit is left blank, funds can be withdrawn from that account detail up to the amount available in the account. The Cumulative Draw Limit may not be set to zero or a negative number.

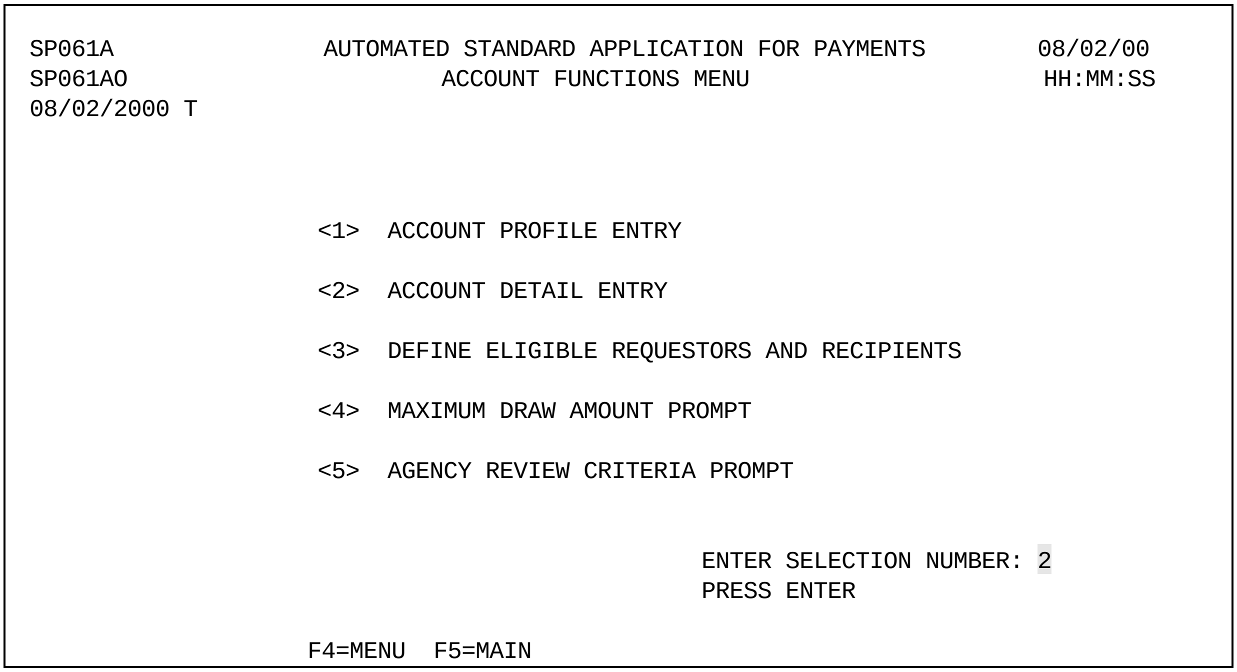
If you access the Account Detail Entry screen from the Account Profile Entry screen by pressing F9=DTL, the ALC/Region and Short Name, Recipient ID and Short Name, Account ID and Account Description will be brought forward. You may also access the screen via the Account Functions Menu, as shown in the following example.

The following function key appears on the Account Detail Entry screen when it is appropriate to take the action:

F11=ACCT	Returns you to the Account Profile Entry Screen

STEP 1: ACTION

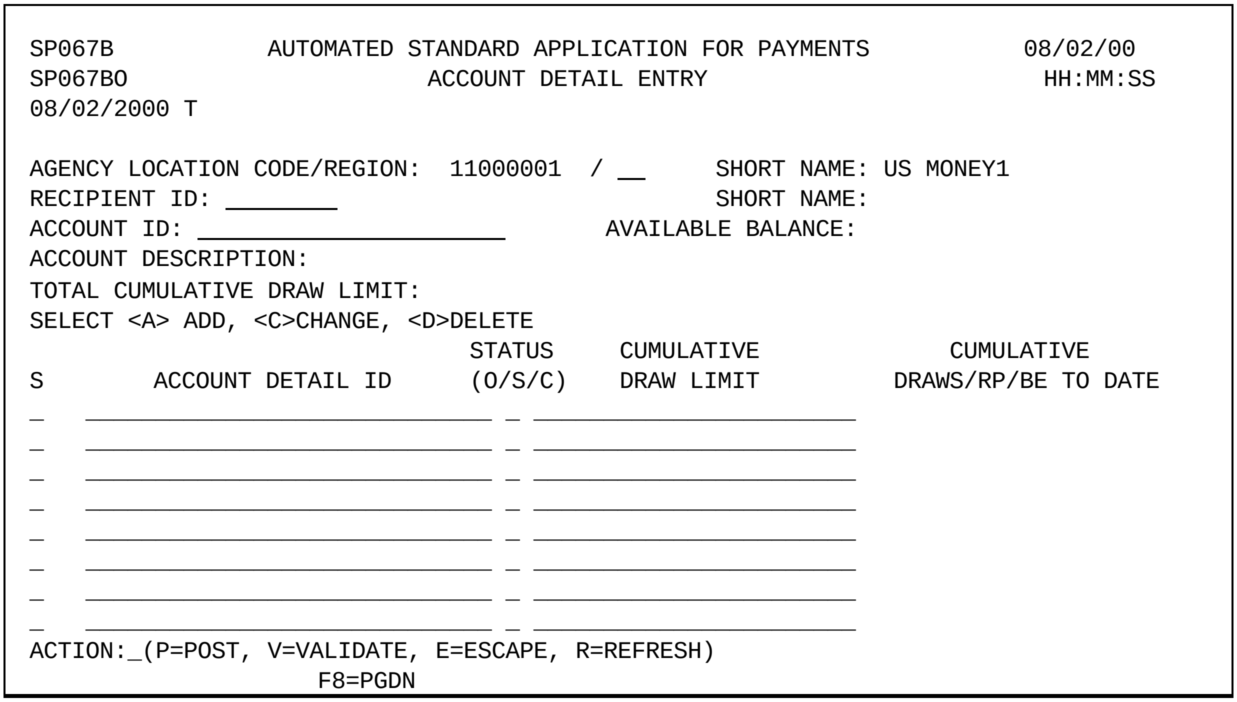
On the Account Functions Menu, type 2 for the Account Detail Entry screen and press Enter.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                     HH:MM:SS
08/02/2000 T



                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5>  AGENCY REVIEW CRITERIA PROMPT


                                           ENTER SELECTION NUMBER: 2
                                           PRESS ENTER

                     F4=MENU  F5=MAIN
```

STEP 1: RESULT

The Account Detail Entry screen appears.



```
SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067BO                    ACCOUNT DETAIL ENTRY                        HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: ________                           SHORT NAME:
ACCOUNT ID: ______________________       AVAILABLE BALANCE:
ACCOUNT DESCRIPTION:
TOTAL CUMULATIVE DRAW LIMIT:
SELECT <A> ADD, <C>CHANGE, <D>DELETE
                               STATUS     CUMULATIVE            CUMULATIVE
S        ACCOUNT DETAIL ID     (O/S/C)    DRAW LIMIT         DRAWS/RP/BE TO DATE
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
ACTION:_(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
                    F8=PGDN
```

STEP 2: ACTION

When the Account Detail Entry screen first appears, all fields are displayed, but only the two component fields of the Account: Recipient ID, and Account ID can be entered. The ALC/Region code will be displayed and protected. Fill in the Recipient ID and Account ID fields and press Enter.

```
SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP067BO                     ACCOUNT DETAIL ENTRY                        HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                          SHORT NAME:
ACCOUNT ID: F1R10010                     AVAILABLE BALANCE:
ACCOUNT DESCRIPTION:
TOTAL CUMULATIVE DRAW LIMIT:
SELECT <A> ADD, <C>CHANGE, <D>DELETE
                               STATUS     CUMULATIVE            CUMULATIVE
S        ACCOUNT DETAIL ID     (O/S/C)    DRAW LIMIT         DRAWS/RP/BE TO DATE
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________

ACTION:_(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
                    F8=PGDN
```

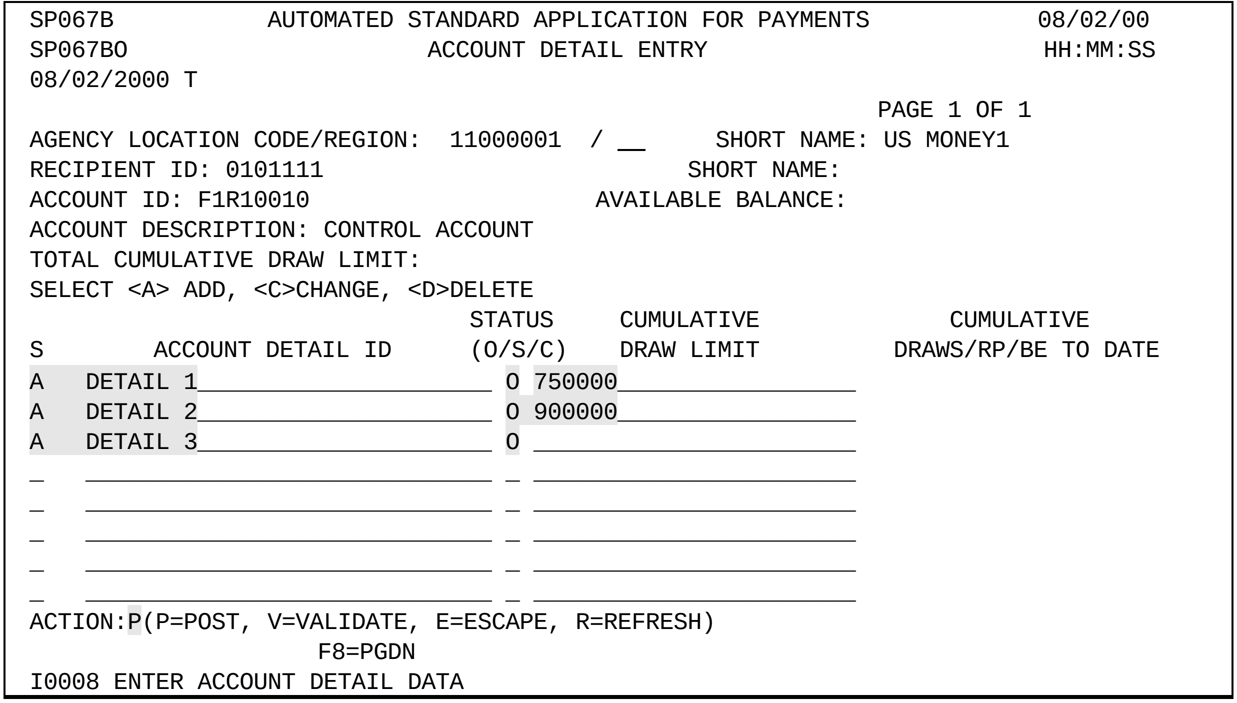
STEP 2: RESULT

The cursor is repositioned to the **S** field and the information message “Enter Account Detail Data” appears.

```
SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP067BO                     ACCOUNT DETAIL ENTRY                        HH:MM:SS
08/02/2000 T
                           PAGE 1 OF 1
AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                          SHORT NAME:
ACCOUNT ID: F1R10010                     AVAILABLE BALANCE:
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:
SELECT <A> ADD, <C>CHANGE, <D>DELETE
                               STATUS     CUMULATIVE            CUMULATIVE
S        ACCOUNT DETAIL ID     (O/S/C)    DRAW LIMIT         DRAWS/RP/BE TO DATE
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
ACTION:_(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
                    F8=PGDN
I0008 ENTER ACCOUNT DETAIL DATA
```

STEP 3: ACTION

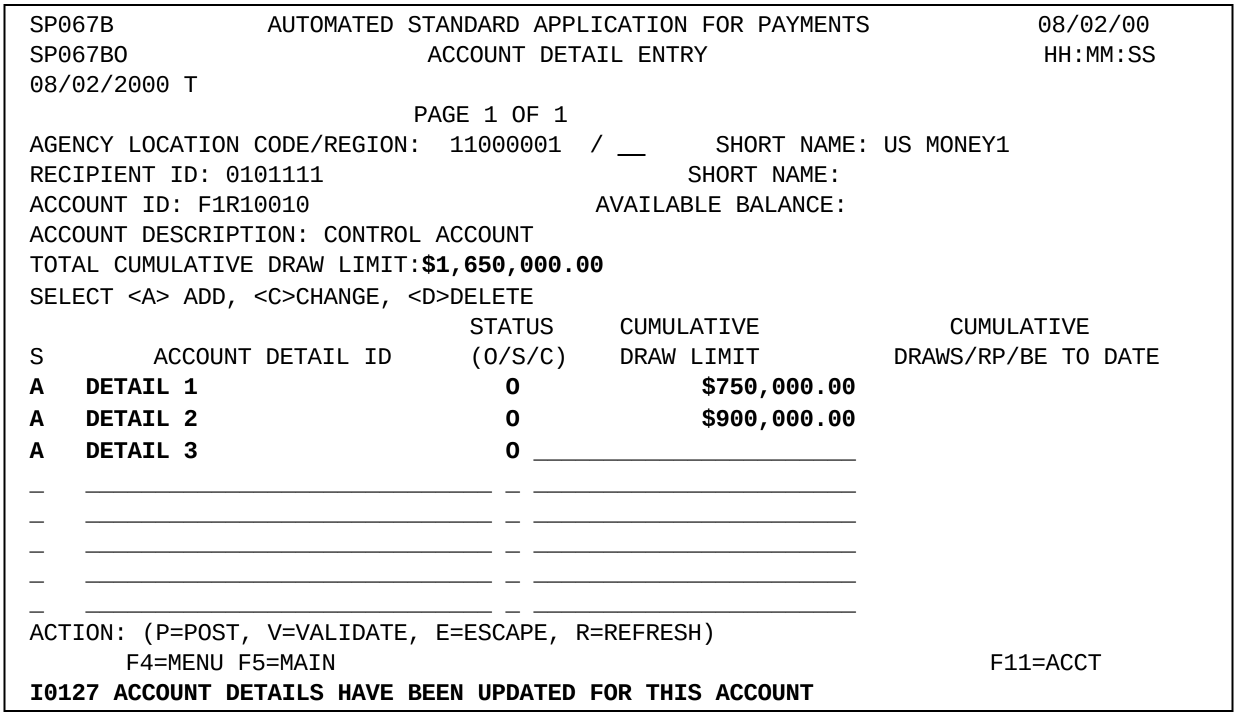
Enter **A** in the **S** (Select) column, the **ACCOUNT DETAIL ID,** and **STATUS,** for three account details. Enter a **CUMULATIVE DRAW LIMIT** for two of the Account Details. Type a **P** in the **ACTION** field and press Enter to post the account details.



```
SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067BO                     ACCOUNT DETAIL ENTRY                     HH:MM:SS
08/02/2000 T
                                                          PAGE 1 OF 1
AGENCY LOCATION CODE/REGION:  11000001  / __    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                         SHORT NAME:
ACCOUNT ID: F1R10010                    AVAILABLE BALANCE:
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:
SELECT <A> ADD, <C>CHANGE, <D>DELETE
                               STATUS     CUMULATIVE           CUMULATIVE
S        ACCOUNT DETAIL ID     (O/S/C)    DRAW LIMIT        DRAWS/RP/BE TO DATE
A   DETAIL 1_____________________ O 750000_________________
A   DETAIL 2_____________________ O 900000_________________
A   DETAIL 3_____________________ O _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
ACTION:P(P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
                    F8=PGDN
I0008 ENTER ACCOUNT DETAIL DATA
```

STEP 3: RESULT

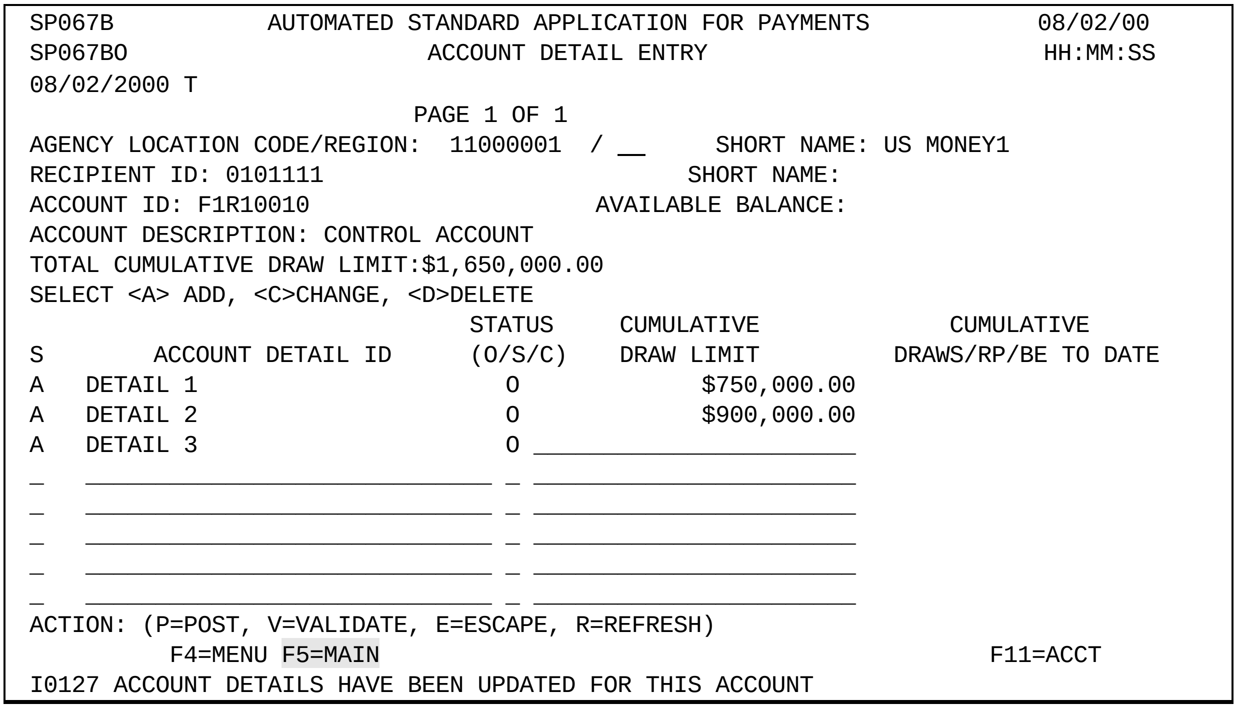
You have successfully added account details to a Control account. The information you entered, plus system defaults in fields that you did not enter, is displayed. Notice the message at the bottom of the screen - I0127 ACCOUNT DETAILS HAVE BEEN UPDATED FOR THIS ACCOUNT.



```
SP067B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067BO                     ACCOUNT DETAIL ENTRY                     HH:MM:SS
08/02/2000 T
                           PAGE 1 OF 1
AGENCY LOCATION CODE/REGION:  11000001  / __    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                         SHORT NAME:
ACCOUNT ID: F1R10010                    AVAILABLE BALANCE:
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:$1,650,000.00
SELECT <A> ADD, <C>CHANGE, <D>DELETE
                               STATUS     CUMULATIVE           CUMULATIVE
S        ACCOUNT DETAIL ID     (O/S/C)    DRAW LIMIT        DRAWS/RP/BE TO DATE
A   DETAIL 1                      O          $750,000.00
A   DETAIL 2                      O          $900,000.00
A   DETAIL 3                      O _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
ACTION: (P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
       F4=MENU F5=MAIN                                            F11=ACCT
I0127 ACCOUNT DETAILS HAVE BEEN UPDATED FOR THIS ACCOUNT
```

STEP 4: ACTION

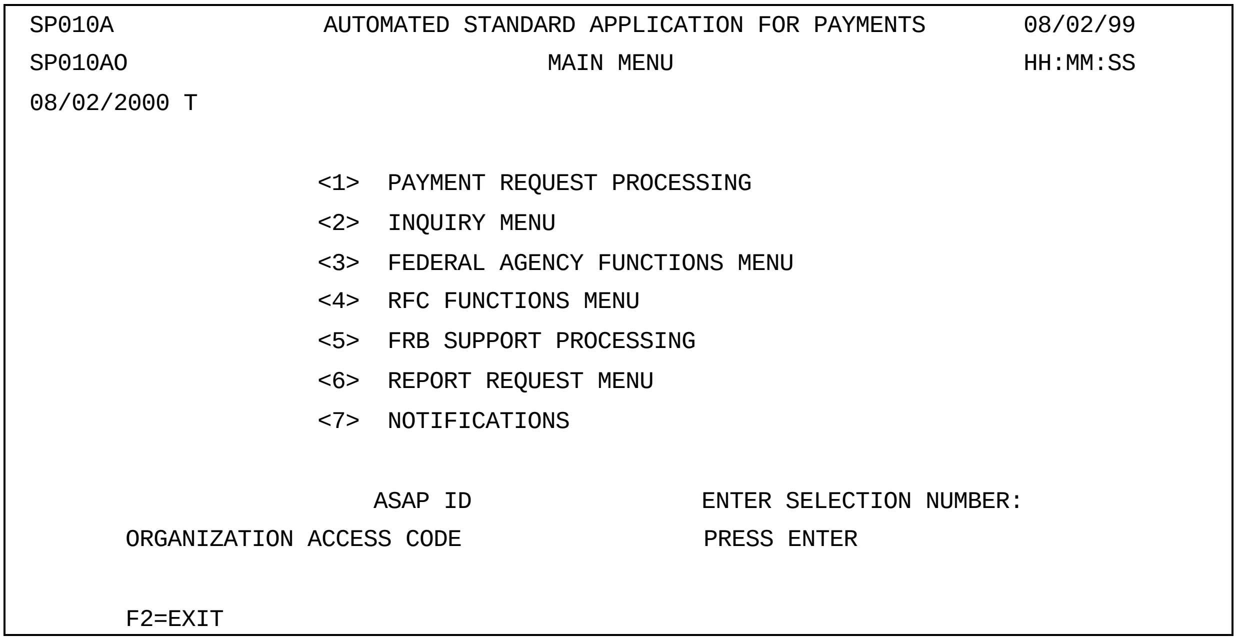
Press F5=MAIN to return to the Main Menu.



```
SP067B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP067BO                     ACCOUNT DETAIL ENTRY                        HH:MM:SS
08/02/2000 T
                           PAGE 1 OF 1
AGENCY LOCATION CODE/REGION:  11000001  / __     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                          SHORT NAME:
ACCOUNT ID: F1R10010                    AVAILABLE BALANCE:
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:$1,650,000.00
SELECT <A> ADD, <C>CHANGE, <D>DELETE
                               STATUS     CUMULATIVE              CUMULATIVE
S        ACCOUNT DETAIL ID     (O/S/C)    DRAW LIMIT          DRAWS/RP/BE TO DATE
A   DETAIL 1                     O            $750,000.00
A   DETAIL 2                     O            $900,000.00
A   DETAIL 3                     O _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
_   _____________________________ _ _______________________
ACTION: (P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
          F4=MENU F5=MAIN                                           F11=ACCT
I0127 ACCOUNT DETAILS HAVE BEEN UPDATED FOR THIS ACCOUNT
```

STEP 4: RESULT

The Main Menu appears.



```
SP010A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/99
SP010AO                              MAIN MENU                         HH:MM:SS
08/02/2000 T

                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS

                        ASAP ID                ENTER SELECTION NUMBER:
       ORGANIZATION ACCESS CODE                PRESS ENTER


       F2=EXIT
```

CHAPTER 4 :

ENTERING AUTHORIZATIONS

PURPOSE

In this chapter, you will learn how to enter authorizations on-line to accounts in the ASAP system.

AUTHORIZATIONS

Authorizations in ASAP are the primary transactions whereby the awarding Federal Agency adds funds to or removes funds from the available balance of an ASAP account. Authorization amounts generally correspond to award amounts, award amendments, obligations, or other such sources. An authorization which adds funds is called an **increase** authorization, and one which removes funds is called a **decrease** authorization. The authorization process has two parts, **entry** and **certification**, as described below.

ENTRY

First the awarding Federal Agency must **enter** the authorization into the ASAP system, which may be accomplished on-line or via submission of a batch file. Authorizations are entered to accounts, which must be created before authorization entry can take place. On-line authorization entry is available from 8:30 am to 9 pm ET; batch files may be submitted 24 hours a day. End of day reports sent automatically to the Federal Agency list all authorizations certified by the Agency on the date of the report.

While the concepts discussed here apply to all authorizations, the examples in this chapter will cover only on-line authorization entry. For more information on batch entry, consult your servicing RFC.

CERTIFICATION

After an authorization transaction is entered into ASAP, it must be certified by the appropriate person at the Federal Agency before it is applied to the available balance of an ASAP account. All authorizations, both those entered on-line and those entered via batch files, are certified in the on-line system. See the next chapter of this guide for more information on the certification process.

AVAILABILITY OF FUNDS

When entering an authorization into ASAP, the Federal Agency must specify an **effective date**. Authorization transactions can be made effective for the current date, a future date, or a previous date. When the Federal Agency certifies the authorization, the system will **apply** the authorization to the available balance of the appropriate ASAP account according to the specified effective date. **The amount of funds available for recipient drawdown is only affected by an authorization when it is applied**. Below are some common scenarios; in all cases, the ASAP system records the applied date as an indicator of when the funds actually became available in ASAP.

< If the authorization is certified on the **same** date as its effective date, the transaction is applied immediately to update the available balance. (Applied date = effective date = date certified)

< If the authorization is certified on any date **after** its effective date, the transaction is also applied immediately to update the available balance. (Applied date = date certified, which is after the effective date)

< If the authorization is certified on any date **before** its effective date (i.e., a future dated authorization), the transaction will be applied to the available balance on the effective date. (Applied date = effective date, which is after the date certified). Once certified, future dated authorizations are said to be **warehoused**, as explained below.

WAREHOUSING

Future dated authorization transactions can be warehoused up to 1 year and 1 day beyond the date of entry. Once certified, warehoused authorizations will be applied automatically to the appropriate ASAP account when the specified effective date is equal to the current system date. Warehoused authorizations are applied as part of start of day operations (5:00 a.m. ET) on the day they become effective.

Note: A warehoused decrease authorization which causes an account balance to drop **below zero** on the effective date will be **rejected** when the system attempts to apply it. Federal Agencies are encouraged to make decreases effective immediately wherever possible.

CASH MANAGEMENT EFFECT

Authorization transactions in ASAP are similar to ledger entries. When applied, they change the amount of funds available for recipient drawdown in ASAP, but no funds actually leave the U.S. Treasury until a payment request settles at the payment requestor’s financial institution.

ON-LINE AUTHORIZATION ENTRY

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the on-line authorization entry function and are worth special mention here.

- **Agency Reference Number** - An optional free-form 15 position alphanumeric field which can be entered on the Authorization Entry Prompt screen or the Authorization Entry screen. The Agency Reference Number may be used to annotate each page of authorization transactions as they are entered into the system.

- **Authorization Amount** - The dollar amount of the authorization for each desired account. The amount is not to exceed $99,999,999,999.99.

- **Effective Date** - You may enter the current date, any past date, or any future date up to one year and one day from the current date. The value entered on the prompt will carry over to the next screen, where it will appear as the default Effective Date for each individual authorization transaction. These default values can be modified while on the Authorization Entry screen.

- **Group ID** -If the agency entered a Group ID on any of its account profiles, this field may be entered on the prompt to display a group of accounts for which authorizations may be entered. If no Group ID is entered, all accounts for the specified ALC and Recipient ID combination will be displayed.

- **I/D** - The Increase/Decrease Indicator. You must use this field to indicate whether an authorization is an **increase (I)** or a **decrease (D)** to the available balance. The system will not allow authorizations to decrease available balances below zero.

- **Authorization Sequence Number** - An identifier assigned by the system to each authorization entry session. For on-line entry, a session corresponds to one page (screen) of authorizations.

- **ITM** - A system generated field containing the **item number** assigned by ASAP to each authorization transaction upon posting. Item Numbers are sequential beginning with “1" within each authorization sequence number.

- **STA** - The **status** assigned by the system to each authorization upon posting. The status for an authorization once it has been entered and posted will be "U" for “uncertified”.

SCREEN ACTIONS

Once you are on the Authorization Entry screen, you must specify one of the **Actions** below and press Enter before leaving the screen.

< **P=POST** - The system edits your entries for errors, and returns any error messages to the screen. Entry errors will be highlighted for correction. If no errors are found, your entries are posted to a queue to await certification.

Please note: Posting the authorization entry DOES NOT update the account balance: only certified authorizations can update the account balance.

Also, multiple screens of authorizations MUST BE POSTED INDIVIDUALLY (one screen at a time).

< **V=VALIDATE** - The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. Entry errors will be highlighted for correction. However, the entries are not processed beyond validation.

< **R=REFRESH** - All data that you have entered on the screen is erased.

< **E=ESCAPE** - Indicates that you wish to leave the screen without posting any data. You may cancel an authorization entry session at any point before posting by entering "E" for escape.

FUNCTION KEYS TO NOTE

< **F10=RO** - Returns you to the prompt and allows you to specify another Recipient ID in order to display its accounts with your agency for authorization entry.

ADDITIONAL INFORMATION

Each Federal Agency can enter authorizations only for its own accounts (those containing its ALC/Region).

GUIDE TO THE EXAMPLES

In this chapter you will learn how to:

< Enter increase authorizations with an effective date equal to the current date. (Example 1)

< Enter increase authorizations with a future effective date. (Example 2)

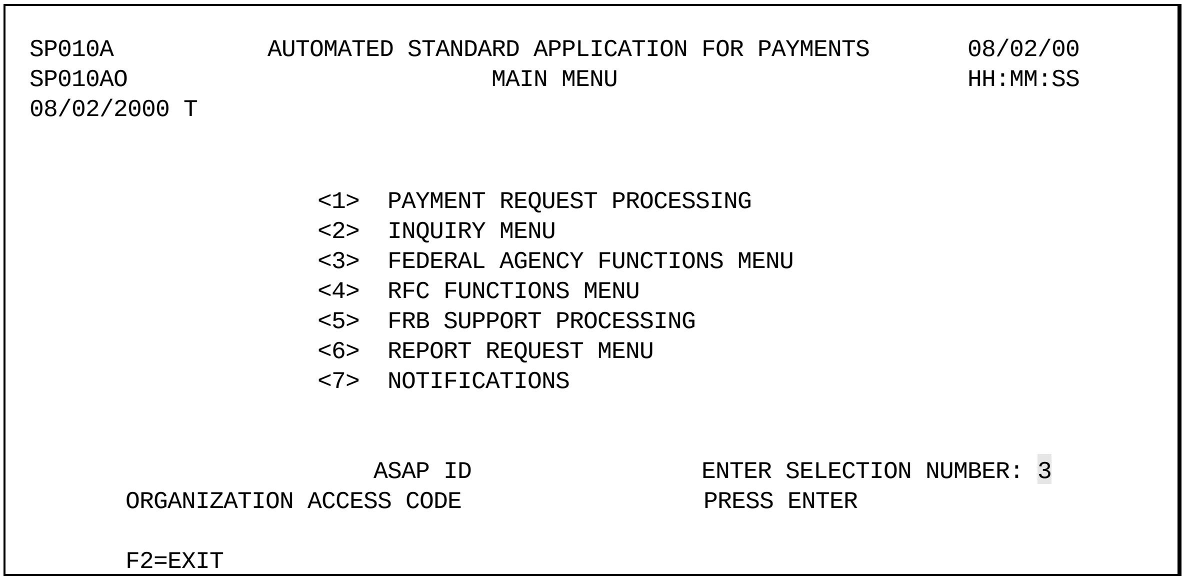
< Enter decrease authorizations with an effective date equal to the current date. (Example 3)

GETTING STARTED

Each of the examples in this chapter begins at the Authorization Entry Prompt screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each example. Rather, they appear on the following pages.

STEP 1: ACTION

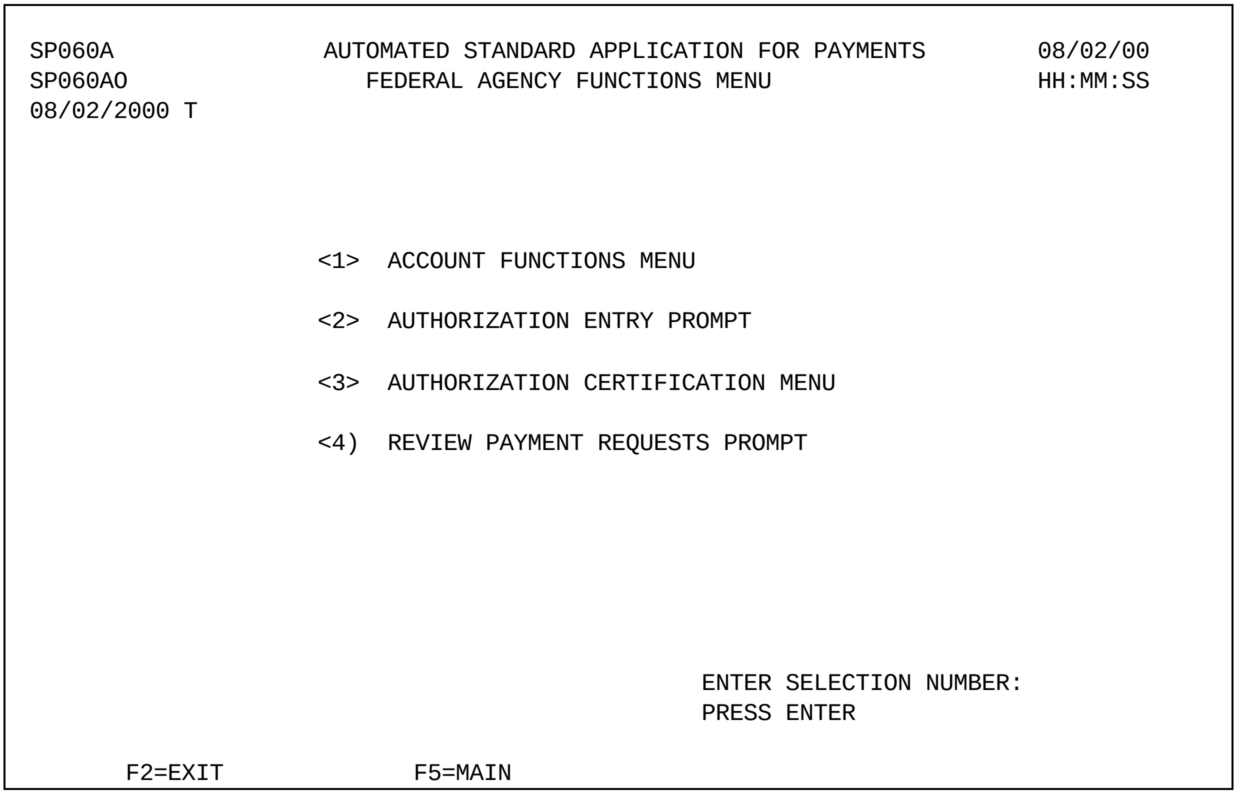
Type 3 for the Federal Agency Functions Menu and press Enter.



```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                        MAIN MENU                          HH:MM:SS
08/02/2000 T



                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS


                        ASAP ID                ENTER SELECTION NUMBER: 3
       ORGANIZATION ACCESS CODE                PRESS ENTER

       F2=EXIT
```

STEP 1: RESULT

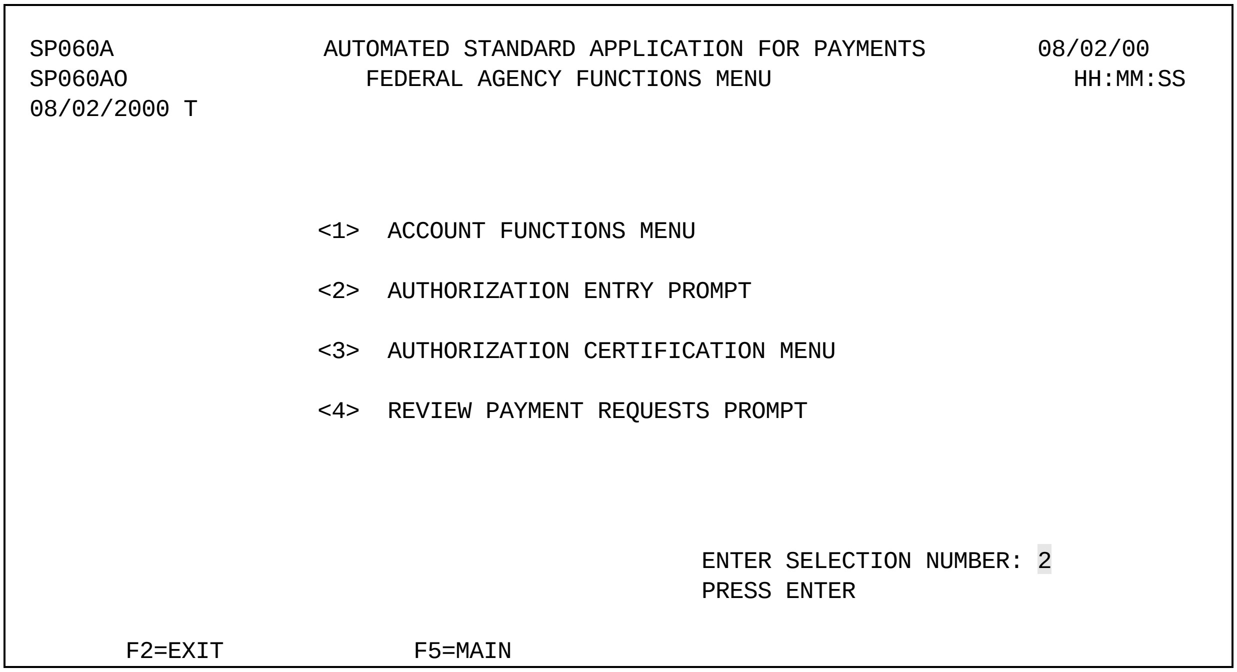
The Federal Agency Functions Menu appears.



```
SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4)  REVIEW PAYMENT REQUESTS PROMPT






                                               ENTER SELECTION NUMBER:
                                               PRESS ENTER

       F2=EXIT              F5=MAIN
```

STEP 2: ACTION

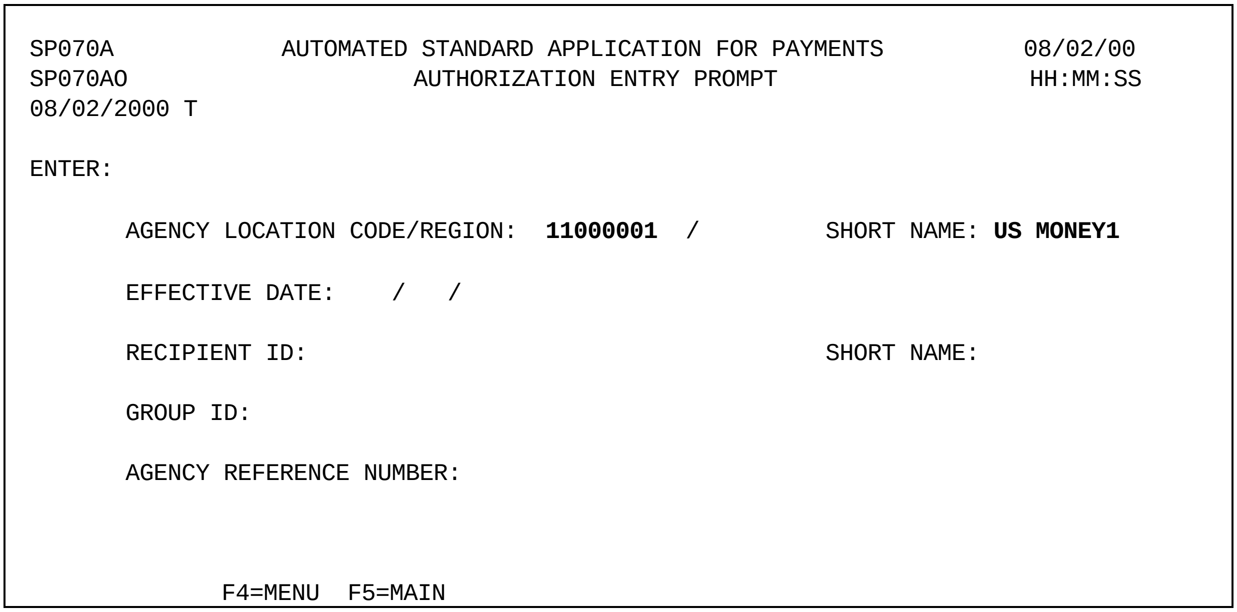
On the Federal Agency Functions Menu, select option 2 for the Authorization Entry Prompt and press Enter.



```
SP060A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                 FEDERAL AGENCY FUNCTIONS MENU                      HH:MM:SS
08/02/2000 T



                     <1>  ACCOUNT FUNCTIONS MENU

                     <2>  AUTHORIZATION ENTRY PROMPT

                     <3>  AUTHORIZATION CERTIFICATION MENU

                     <4>  REVIEW PAYMENT REQUESTS PROMPT



                                                 ENTER SELECTION NUMBER: 2
                                                 PRESS ENTER

       F2=EXIT              F5=MAIN
```

STEP 2: RESULT

The Authorization Entry Prompt screen appears.



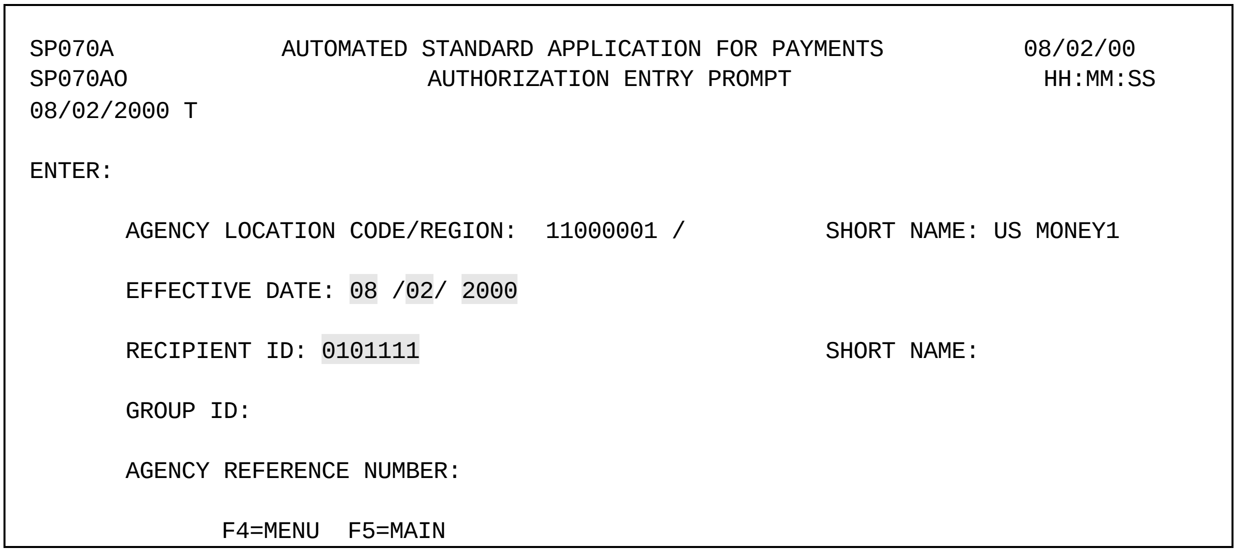
```
SP070A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO                    AUTHORIZATION ENTRY PROMPT                   HH:MM:SS
08/02/2000 T

ENTER:

       AGENCY LOCATION CODE/REGION:  11000001  /         SHORT NAME: US MONEY1

       EFFECTIVE DATE:    /   /

       RECIPIENT ID:                                     SHORT NAME:

       GROUP ID:

       AGENCY REFERENCE NUMBER:


              F4=MENU  F5=MAIN
```

EXAMPLE ONE

Using the Authorization Entry feature, we will enter authorizations for existing accounts that will increase the available balances for an effective date that is equal to the current date.

STEP 1: ACTION

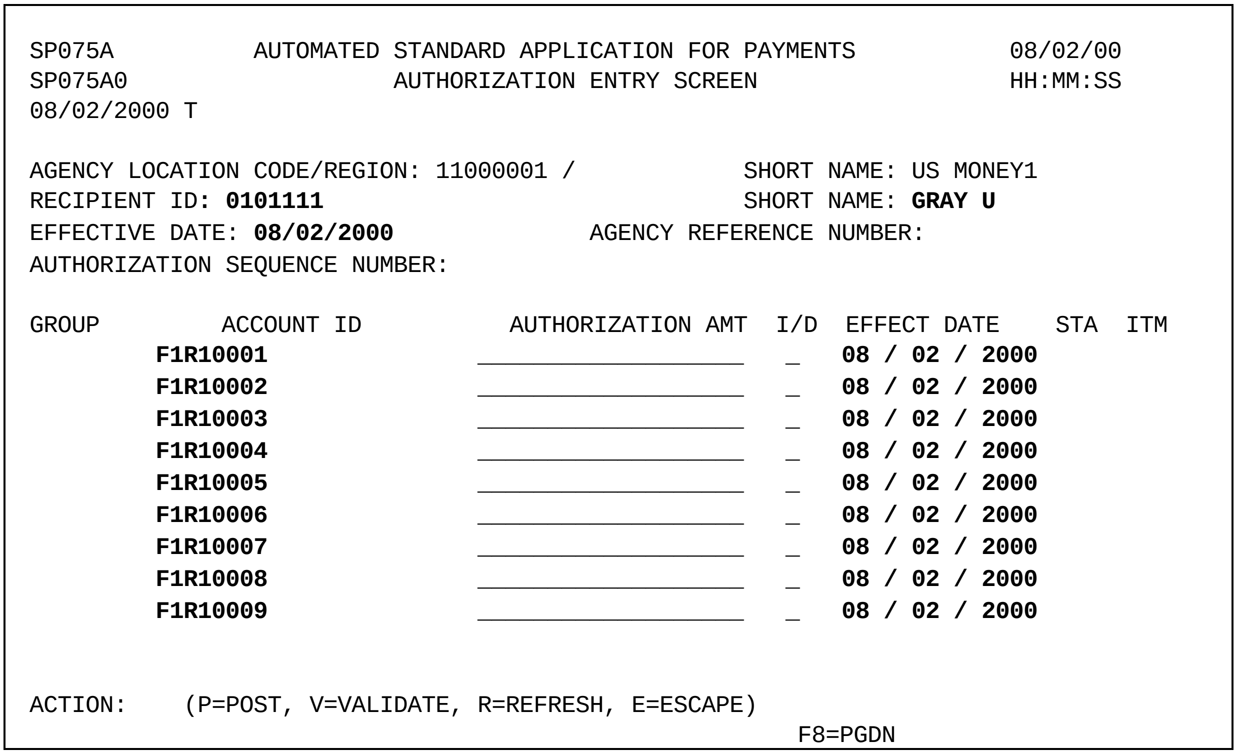
Fill in the prompt screen as indicated below and press Enter.



```
SP070A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP070AO                    AUTHORIZATION ENTRY PROMPT                 HH:MM:SS
08/02/2000 T

ENTER:

       AGENCY LOCATION CODE/REGION:  11000001 /         SHORT NAME: US MONEY1

       EFFECTIVE DATE: 08 /02/ 2000

       RECIPIENT ID: 0101111                            SHORT NAME:

       GROUP ID:

       AGENCY REFERENCE NUMBER:

              F4=MENU  F5=MAIN
```

STEP 1: RESULT

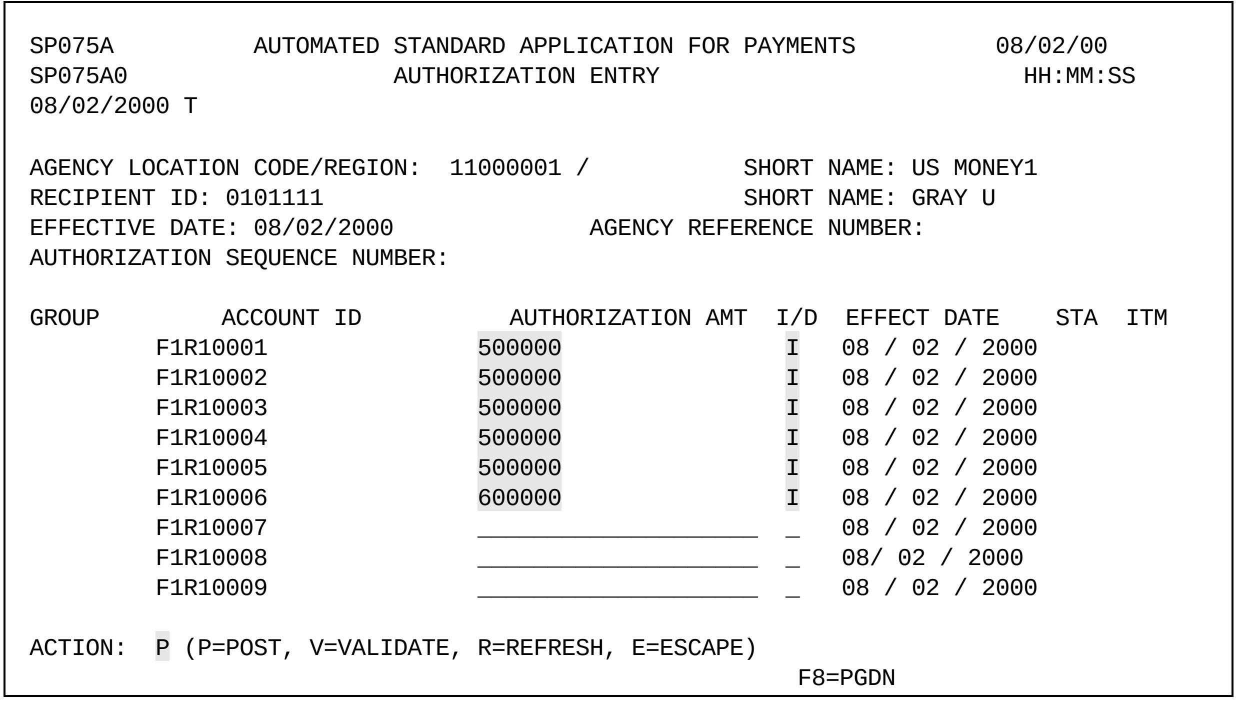
The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.



```
SP075A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                  AUTHORIZATION ENTRY SCREEN                  HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP        ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001              ___________________  _   08 / 02 / 2000
         F1R10002              ___________________  _   08 / 02 / 2000
         F1R10003              ___________________  _   08 / 02 / 2000
         F1R10004              ___________________  _   08 / 02 / 2000
         F1R10005              ___________________  _   08 / 02 / 2000
         F1R10006              ___________________  _   08 / 02 / 2000
         F1R10007              ___________________  _   08 / 02 / 2000
         F1R10008              ___________________  _   08 / 02 / 2000
         F1R10009              ___________________  _   08 / 02 / 2000


ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                        F8=PGDN
```

STEP 2: ACTION

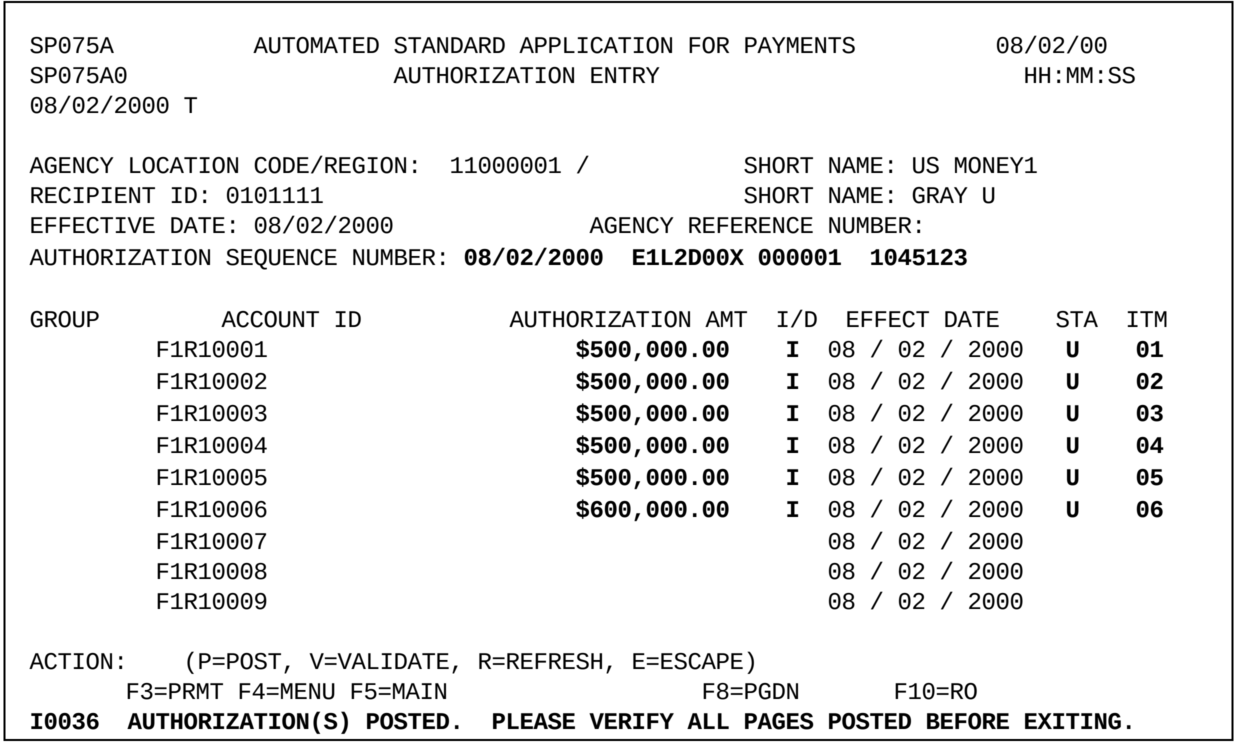
Enter the **AUTHORIZATION AMT** and enter an **I** in the I/D field to enter an increase. Type a **P** in the **ACTION** field and press Enter to post the authorization.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0                   AUTHORIZATION ENTRY                          HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001              500000                I   08 / 02 / 2000
         F1R10002              500000                I   08 / 02 / 2000
         F1R10003              500000                I   08 / 02 / 2000
         F1R10004              500000                I   08 / 02 / 2000
         F1R10005              500000                I   08 / 02 / 2000
         F1R10006              600000                I   08 / 02 / 2000
         F1R10007              ____________________  _   08 / 02 / 2000
         F1R10008              ____________________  _   08/ 02 / 2000
         F1R10009              ____________________  _   08 / 02 / 2000

ACTION:  P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                       F8=PGDN
```

STEP 2: RESULT

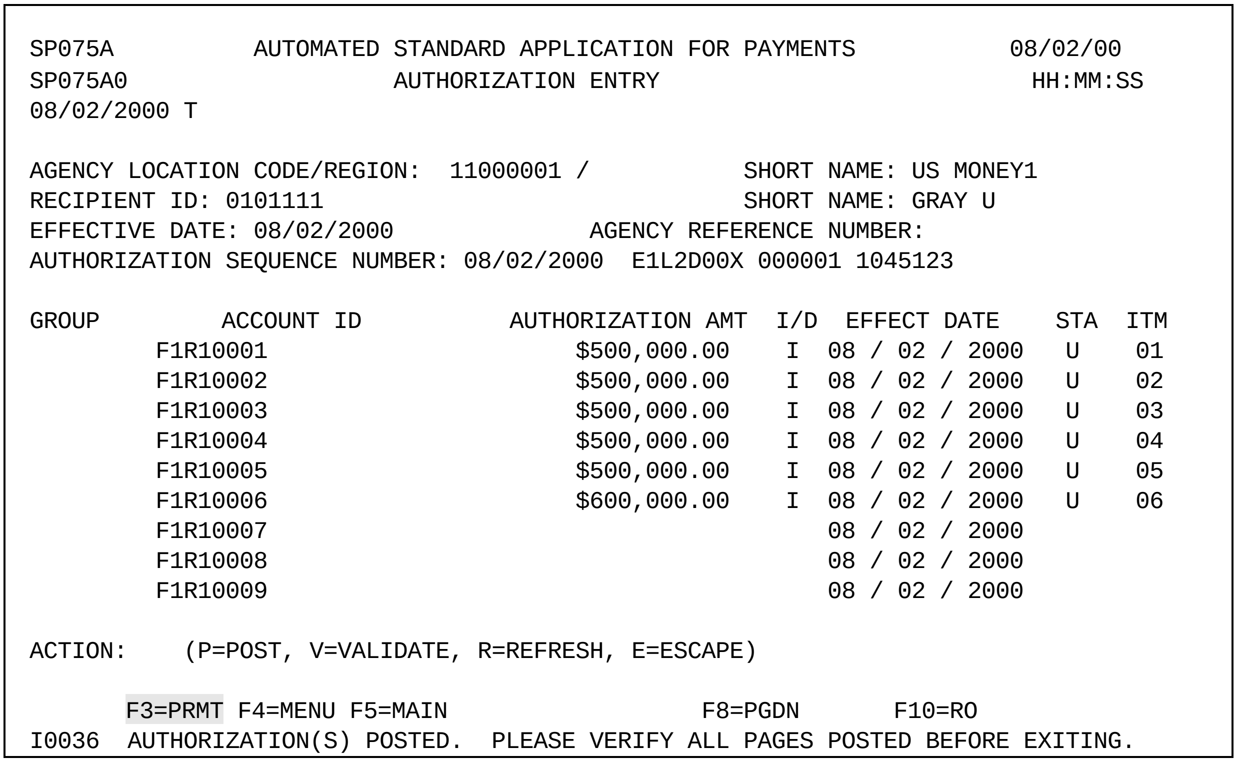
The system posts your entries.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0                   AUTHORIZATION ENTRY                          HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000  E1L2D00X 000001  1045123

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                      $500,000.00    I  08 / 02 / 2000   U    01
         F1R10002                      $500,000.00    I  08 / 02 / 2000   U    02
         F1R10003                      $500,000.00    I  08 / 02 / 2000   U    03
         F1R10004                      $500,000.00    I  08 / 02 / 2000   U    04
         F1R10005                      $500,000.00    I  08 / 02 / 2000   U    05
         F1R10006                      $600,000.00    I  08 / 02 / 2000   U    06
         F1R10007                                        08 / 02 / 2000
         F1R10008                                        08 / 02 / 2000
         F1R10009                                        08 / 02 / 2000

ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                  F8=PGDN       F10=RO
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: ACTION

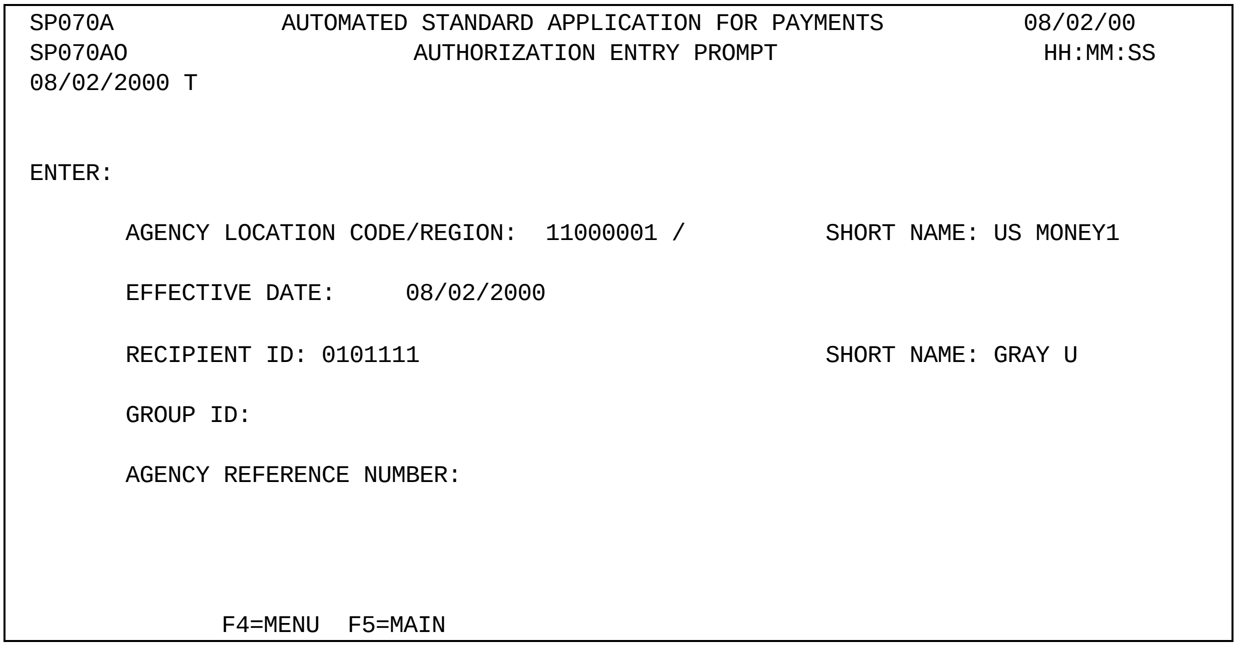
Press F3=PRMT to return to the Authorization Entry Prompt screen.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                   AUTHORIZATION ENTRY                           HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000  E1L2D00X 000001 1045123

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                      $500,000.00    I  08 / 02 / 2000   U    01
         F1R10002                      $500,000.00    I  08 / 02 / 2000   U    02
         F1R10003                      $500,000.00    I  08 / 02 / 2000   U    03
         F1R10004                      $500,000.00    I  08 / 02 / 2000   U    04
         F1R10005                      $500,000.00    I  08 / 02 / 2000   U    05
         F1R10006                      $600,000.00    I  08 / 02 / 2000   U    06
         F1R10007                                        08 / 02 / 2000
         F1R10008                                        08 / 02 / 2000
         F1R10009                                        08 / 02 / 2000

ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)

       F3=PRMT F4=MENU F5=MAIN                  F8=PGDN       F10=RO
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: RESULT

The Authorization Entry Prompt screen appears.



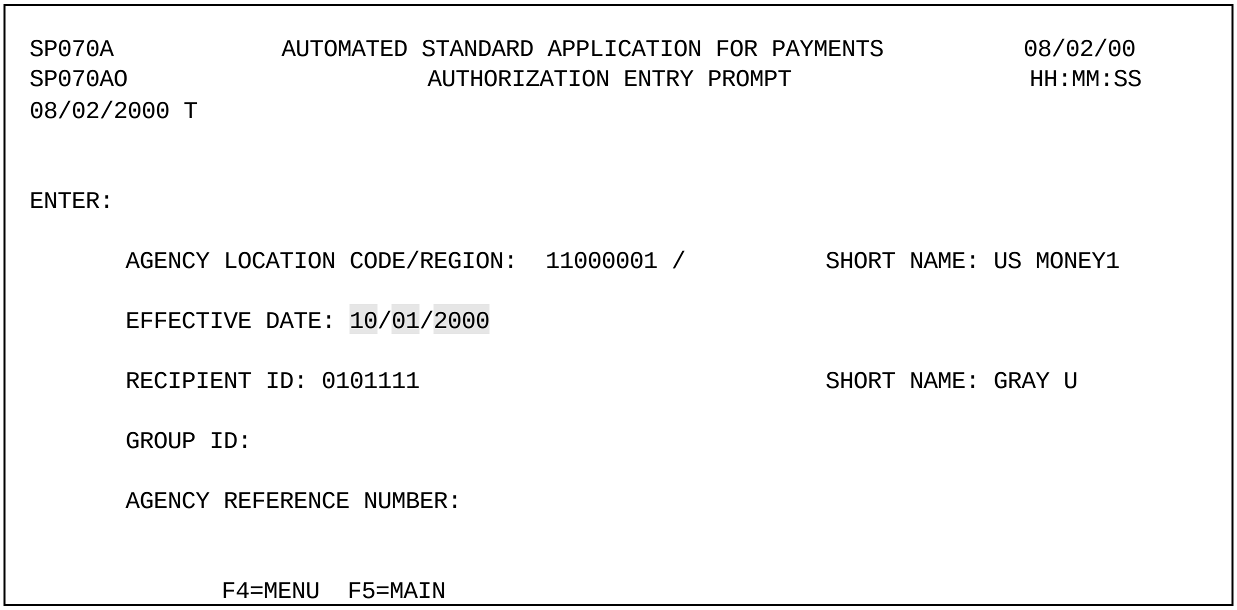
```
SP070A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO                    AUTHORIZATION ENTRY PROMPT                   HH:MM:SS
08/02/2000 T


ENTER:

       AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1

       EFFECTIVE DATE:     08/02/2000

       RECIPIENT ID: 0101111                             SHORT NAME: GRAY U

       GROUP ID:

       AGENCY REFERENCE NUMBER:




              F4=MENU  F5=MAIN
```

EXAMPLE TWO

Using the Authorization Entry feature, we will enter warehoused authorizations that will increase the available balances for a future effective date.

STEP 1: ACTION

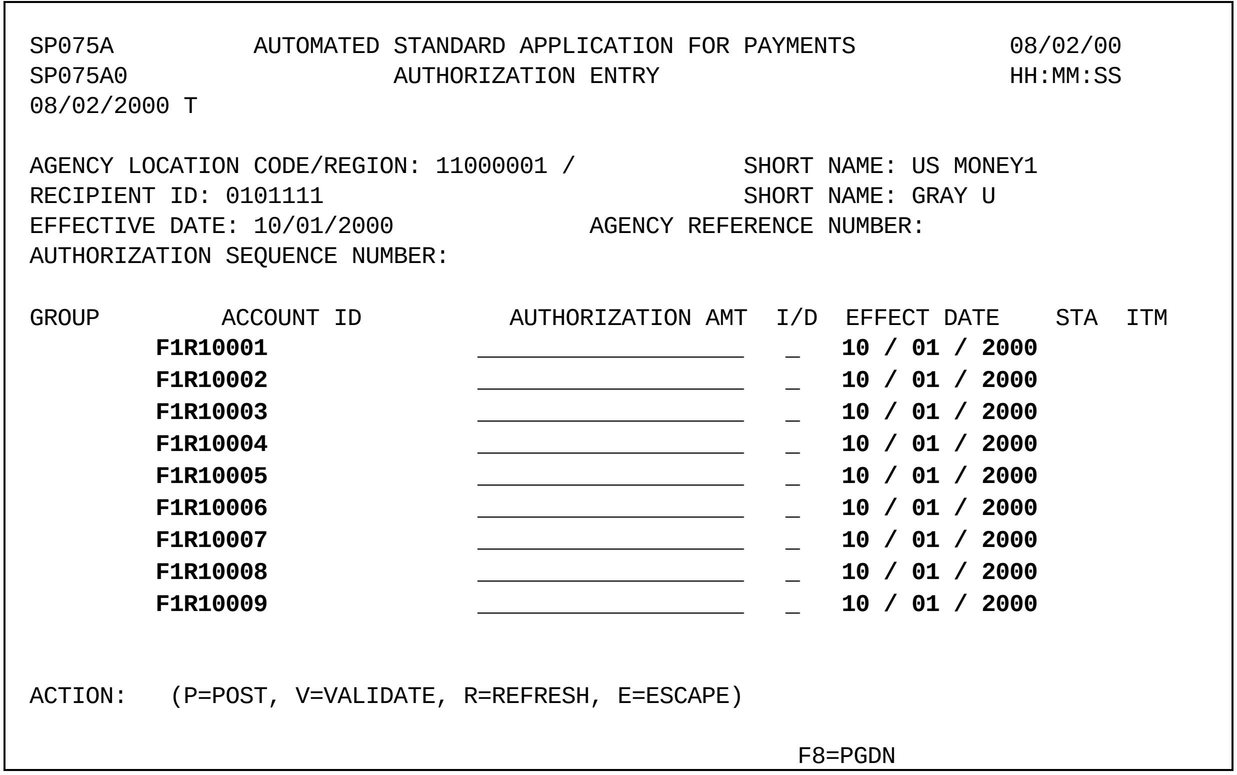
Fill in the prompt screen with an effective date for a future date as indicated below and press Enter.



```
SP070A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO                    AUTHORIZATION ENTRY PROMPT                  HH:MM:SS
08/02/2000 T


ENTER:

       AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1

       EFFECTIVE DATE: 10/01/2000

       RECIPIENT ID: 0101111                             SHORT NAME: GRAY U

       GROUP ID:

       AGENCY REFERENCE NUMBER:


              F4=MENU  F5=MAIN
```

STEP 1: RESULT

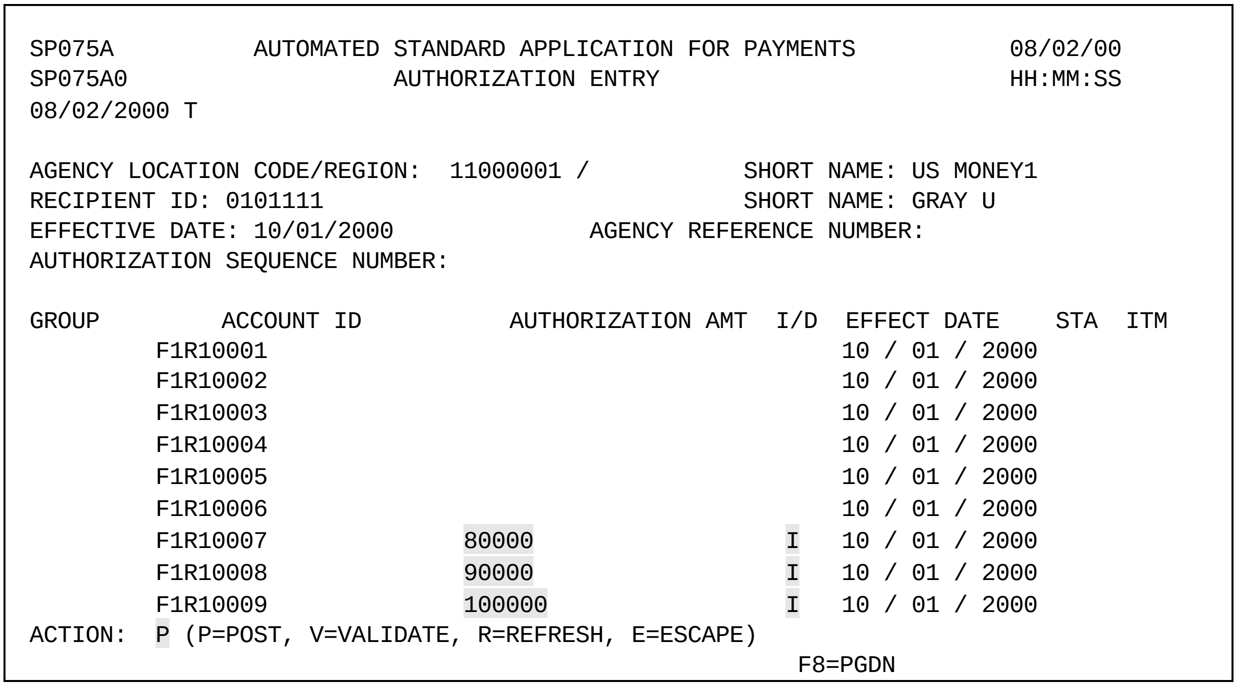
The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.



```
SP075A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                   AUTHORIZATION ENTRY                        HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP        ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001              ___________________   _   10 / 01 / 2000
         F1R10002              ___________________   _   10 / 01 / 2000
         F1R10003              ___________________   _   10 / 01 / 2000
         F1R10004              ___________________   _   10 / 01 / 2000
         F1R10005              ___________________   _   10 / 01 / 2000
         F1R10006              ___________________   _   10 / 01 / 2000
         F1R10007              ___________________   _   10 / 01 / 2000
         F1R10008              ___________________   _   10 / 01 / 2000
         F1R10009              ___________________   _   10 / 01 / 2000


ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)

                                                       F8=PGDN
```

STEP 2: ACTION

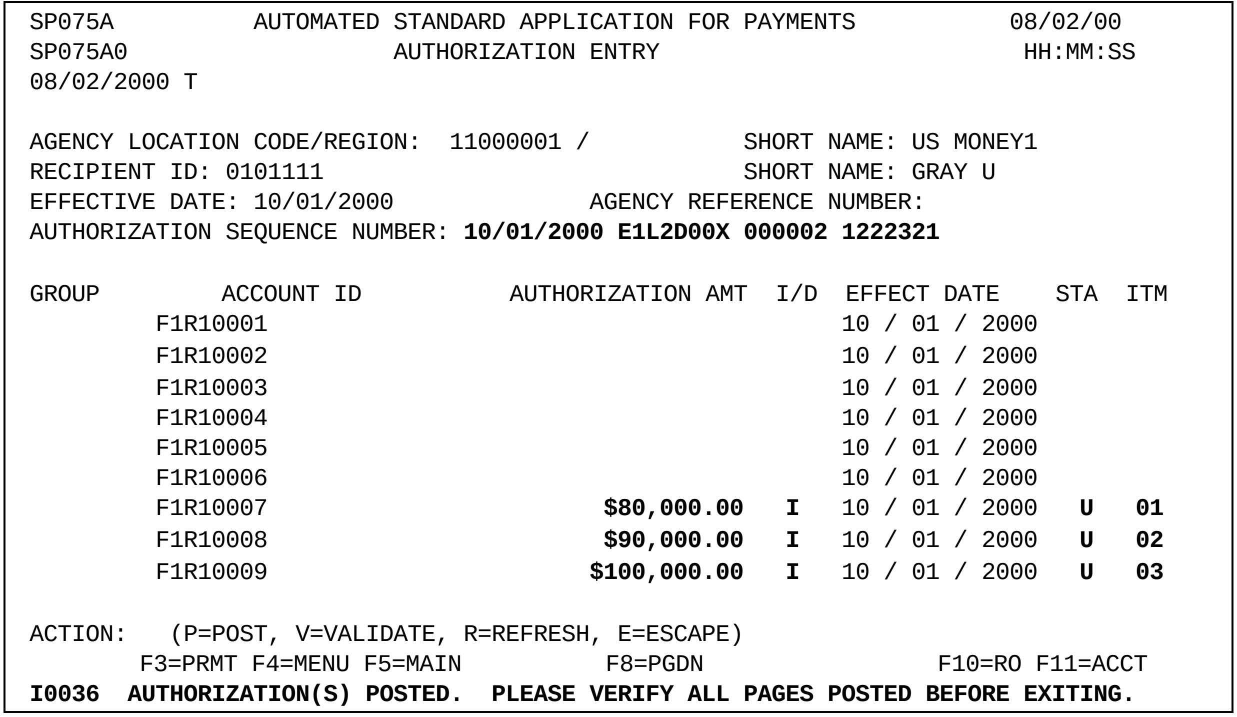
Enter the **AUTHORIZATION AMT** and enter an **I** in the I/D field to enter an increase. Type a **P** in the **ACTION** field and press Enter to post the authorization.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                   AUTHORIZATION ENTRY                         HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                                         10 / 01 / 2000
         F1R10002                                         10 / 01 / 2000
         F1R10003                                         10 / 01 / 2000
         F1R10004                                         10 / 01 / 2000
         F1R10005                                         10 / 01 / 2000
         F1R10006                                         10 / 01 / 2000
         F1R10007              80000                  I   10 / 01 / 2000
         F1R10008              90000                  I   10 / 01 / 2000
         F1R10009              100000                 I   10 / 01 / 2000
ACTION:  P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                       F8=PGDN
```

STEP 2: RESULT

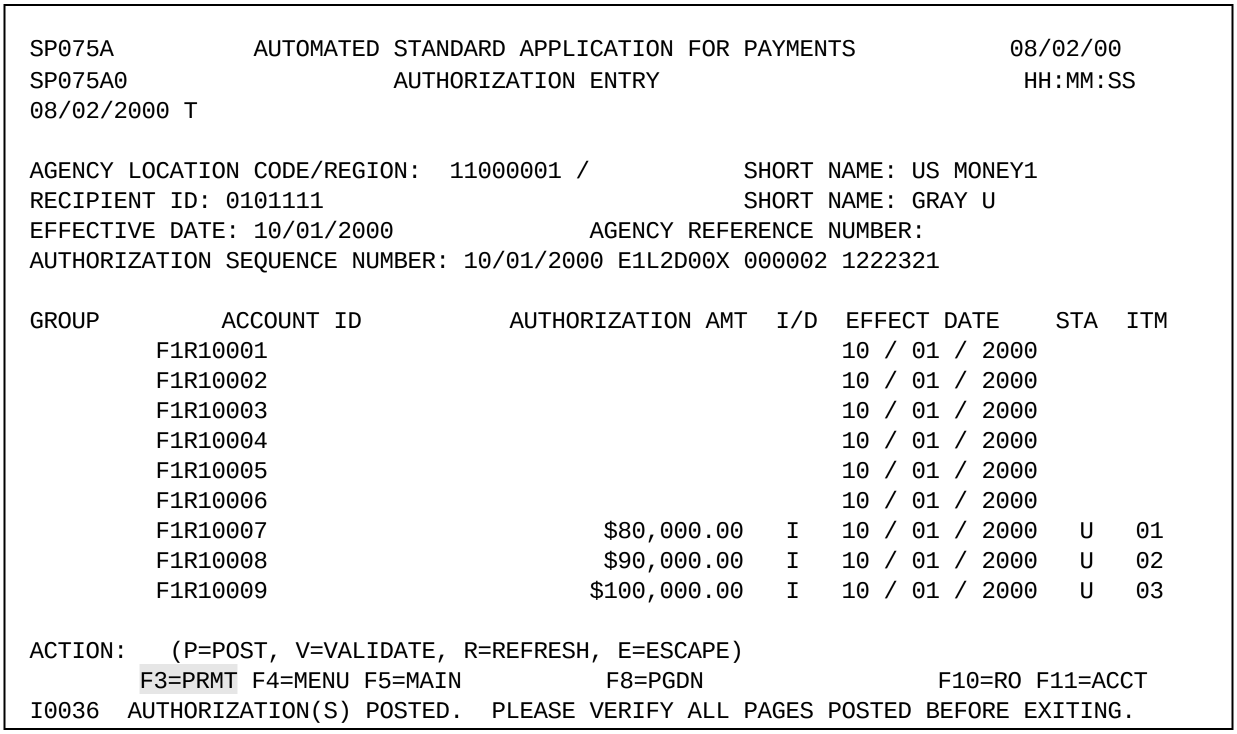
The system posts your entries.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                   AUTHORIZATION ENTRY                          HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 10/01/2000 E1L2D00X 000002 1222321

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                                         10 / 01 / 2000
         F1R10002                                         10 / 01 / 2000
         F1R10003                                         10 / 01 / 2000
         F1R10004                                         10 / 01 / 2000
         F1R10005                                         10 / 01 / 2000
         F1R10006                                         10 / 01 / 2000
         F1R10007                        $80,000.00   I   10 / 01 / 2000   U   01
         F1R10008                        $90,000.00   I   10 / 01 / 2000   U   02
         F1R10009                       $100,000.00   I   10 / 01 / 2000   U   03

ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
        F3=PRMT F4=MENU F5=MAIN          F8=PGDN                 F10=RO F11=ACCT
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: ACTION

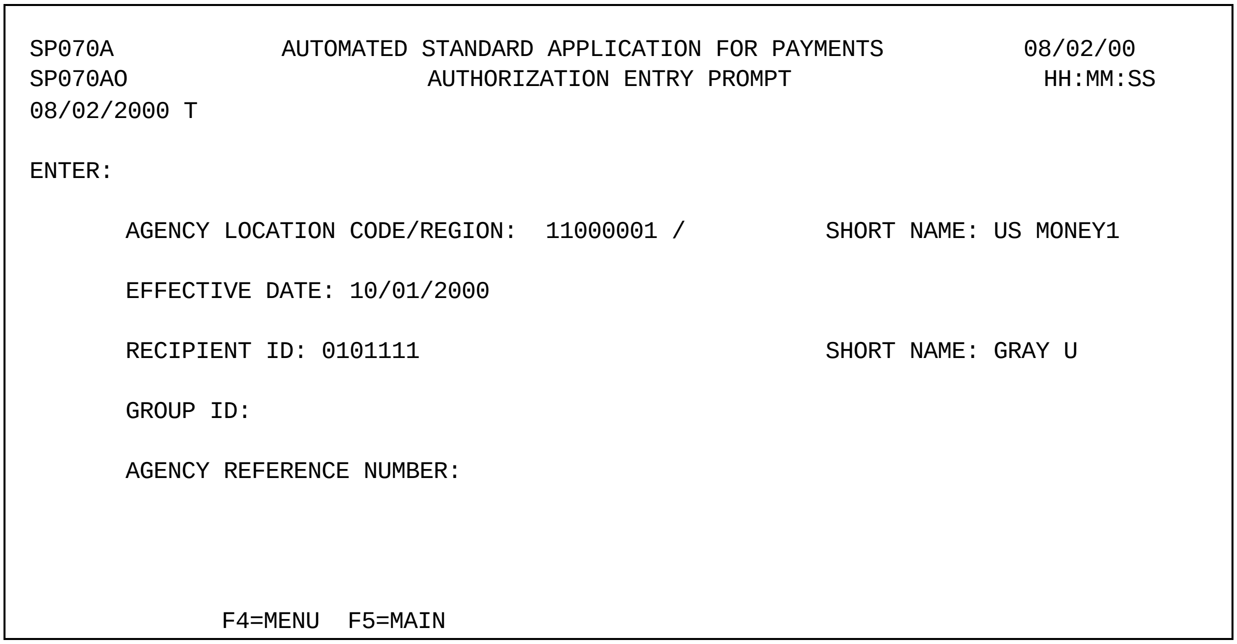
Press F3=PRMT to return to the Authorization Entry Prompt screen.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                   AUTHORIZATION ENTRY                          HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 10/01/2000 E1L2D00X 000002 1222321

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                                         10 / 01 / 2000
         F1R10002                                         10 / 01 / 2000
         F1R10003                                         10 / 01 / 2000
         F1R10004                                         10 / 01 / 2000
         F1R10005                                         10 / 01 / 2000
         F1R10006                                         10 / 01 / 2000
         F1R10007                        $80,000.00   I   10 / 01 / 2000   U   01
         F1R10008                        $90,000.00   I   10 / 01 / 2000   U   02
         F1R10009                       $100,000.00   I   10 / 01 / 2000   U   03

ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
        F3=PRMT F4=MENU F5=MAIN          F8=PGDN                 F10=RO F11=ACCT
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: RESULT

The Authorization Entry Prompt screen appears.



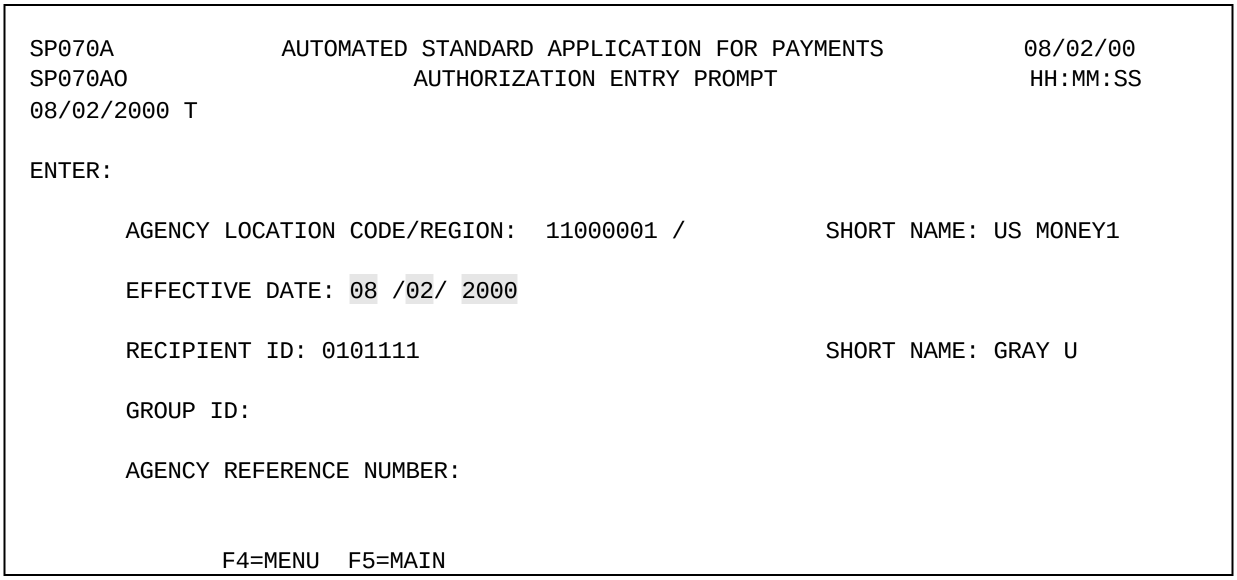
```
SP070A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO                     AUTHORIZATION ENTRY PROMPT                  HH:MM:SS
08/02/2000 T

ENTER:

       AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1

       EFFECTIVE DATE: 10/01/2000

       RECIPIENT ID: 0101111                             SHORT NAME: GRAY U

       GROUP ID:

       AGENCY REFERENCE NUMBER:




              F4=MENU  F5=MAIN
```

EXAMPLE THREE

Using the Authorization Entry feature, we will enter authorizations for existing accounts that will decrease the available balances for an effective date that is equal to the current date.

STEP 1: ACTION

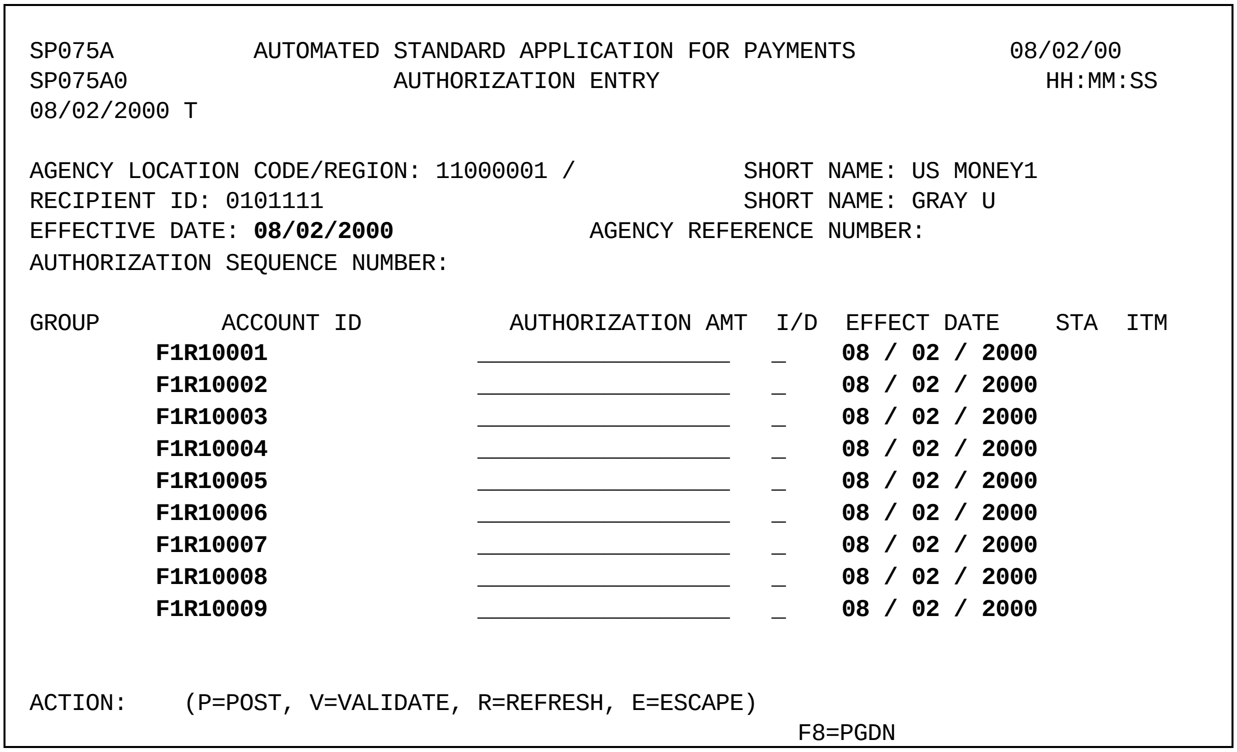
Fill in the prompt screen as indicated below and press Enter.



```
SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO                  AUTHORIZATION ENTRY PROMPT                  HH:MM:SS
08/02/2000 T

ENTER:

      AGENCY LOCATION CODE/REGION:  11000001 /         SHORT NAME: US MONEY1

      EFFECTIVE DATE: 08 /02/ 2000

      RECIPIENT ID: 0101111                            SHORT NAME: GRAY U

      GROUP ID:

      AGENCY REFERENCE NUMBER:


             F4=MENU  F5=MAIN
```

STEP 1: RESULT

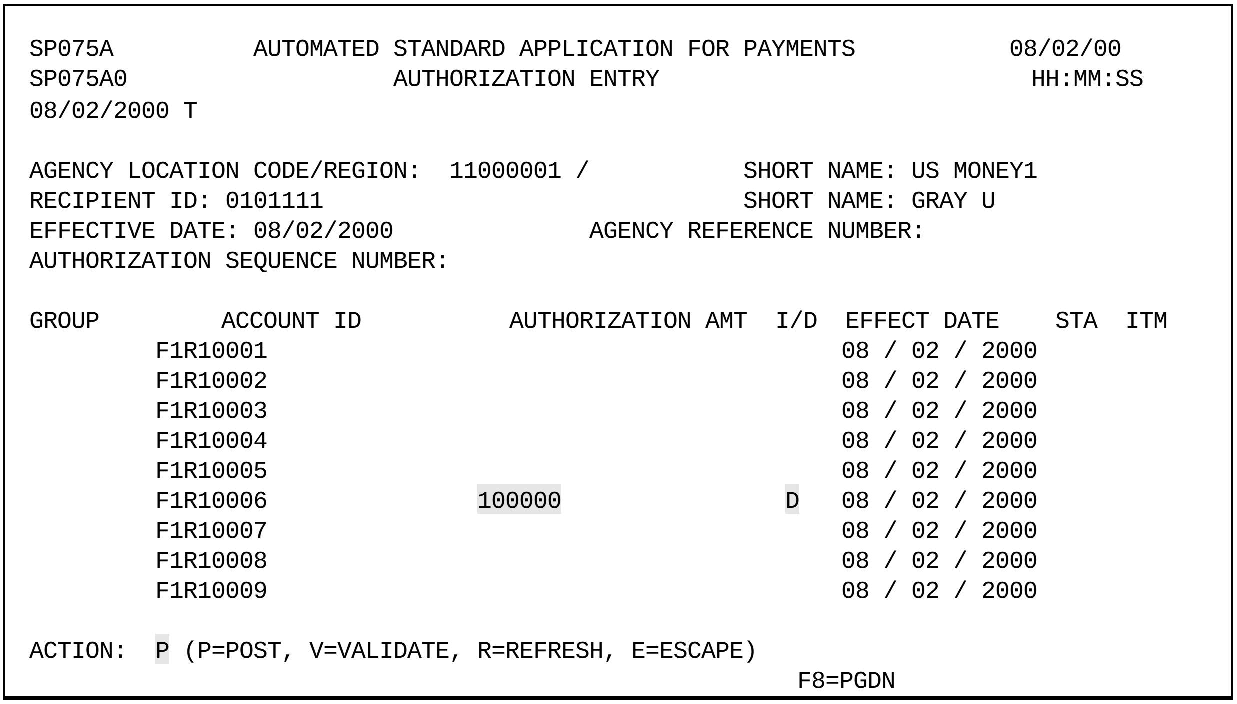
The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0                   AUTHORIZATION ENTRY                          HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000               AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP        ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001            __________________   _    08 / 02 / 2000
         F1R10002            __________________   _    08 / 02 / 2000
         F1R10003            __________________   _    08 / 02 / 2000
         F1R10004            __________________   _    08 / 02 / 2000
         F1R10005            __________________   _    08 / 02 / 2000
         F1R10006            __________________   _    08 / 02 / 2000
         F1R10007            __________________   _    08 / 02 / 2000
         F1R10008            __________________   _    08 / 02 / 2000
         F1R10009            __________________   _    08 / 02 / 2000


ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                        F8=PGDN
```

STEP 2: ACTION

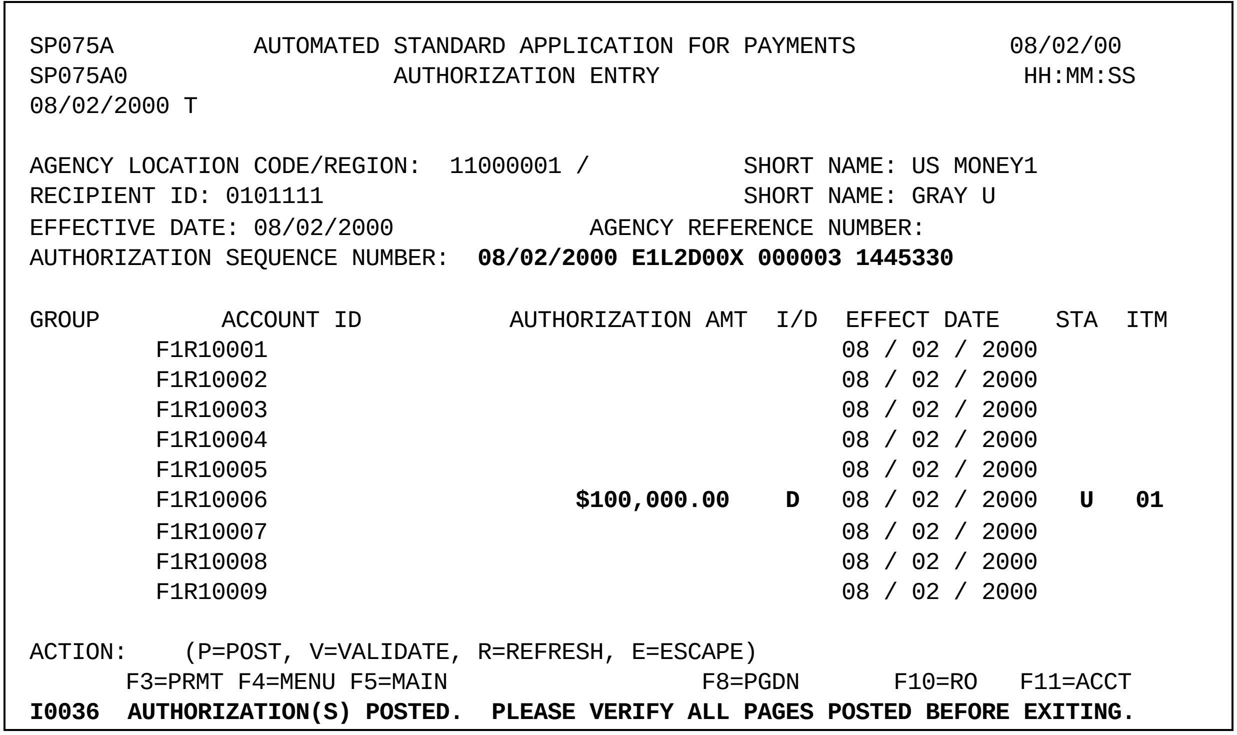
Enter the **AUTHORIZATION AMT** and enter a **D** in the I/D field to enter a decrease. Type a **P** in the **ACTION** field and press Enter to post the authorization.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                   AUTHORIZATION ENTRY                           HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                                         08 / 02 / 2000
         F1R10002                                         08 / 02 / 2000
         F1R10003                                         08 / 02 / 2000
         F1R10004                                         08 / 02 / 2000
         F1R10005                                         08 / 02 / 2000
         F1R10006               100000                D   08 / 02 / 2000
         F1R10007                                         08 / 02 / 2000
         F1R10008                                         08 / 02 / 2000
         F1R10009                                         08 / 02 / 2000

ACTION:  P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                       F8=PGDN
```

STEP 2: RESULT

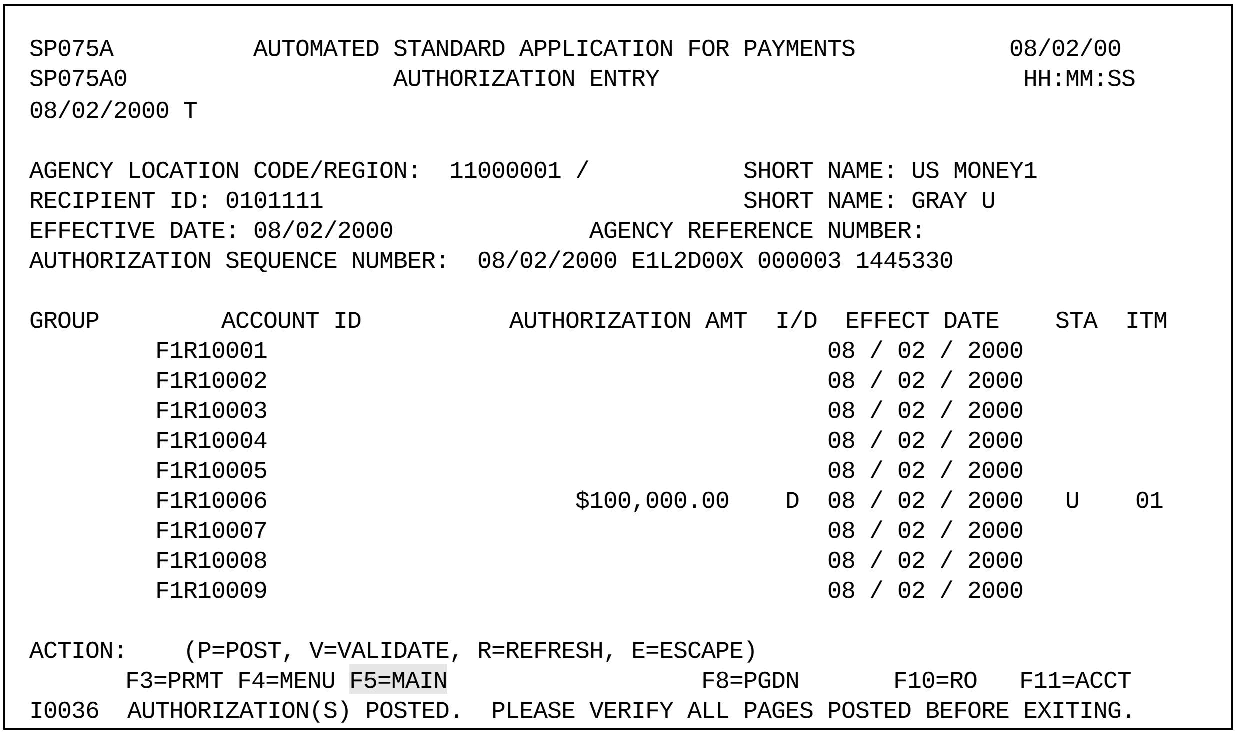
The system posts your entries.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP075A0                   AUTHORIZATION ENTRY                          HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1L2D00X 000003 1445330

GROUP         ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                                         08 / 02 / 2000
         F1R10002                                         08 / 02 / 2000
         F1R10003                                         08 / 02 / 2000
         F1R10004                                         08 / 02 / 2000
         F1R10005                                         08 / 02 / 2000
         F1R10006                      $100,000.00    D   08 / 02 / 2000   U   01
         F1R10007                                         08 / 02 / 2000
         F1R10008                                         08 / 02 / 2000
         F1R10009                                         08 / 02 / 2000

ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                  F8=PGDN       F10=RO   F11=ACCT
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: ACTION

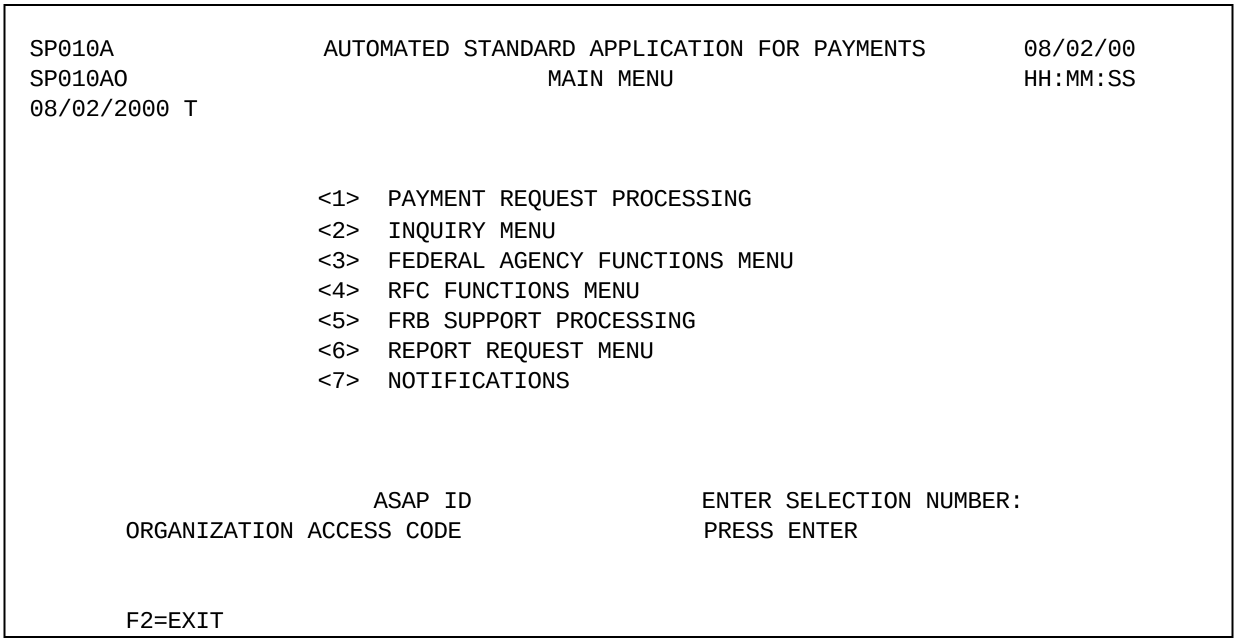
Press F5=MAIN to return to the Main Menu.



```
SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0                   AUTHORIZATION ENTRY                         HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000              AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1L2D00X 000003 1445330

GROUP        ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE    STA  ITM
         F1R10001                                       08 / 02 / 2000
         F1R10002                                       08 / 02 / 2000
         F1R10003                                       08 / 02 / 2000
         F1R10004                                       08 / 02 / 2000
         F1R10005                                       08 / 02 / 2000
         F1R10006                     $100,000.00    D  08 / 02 / 2000   U    01
         F1R10007                                       08 / 02 / 2000
         F1R10008                                       08 / 02 / 2000
         F1R10009                                       08 / 02 / 2000

ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                  F8=PGDN       F10=RO   F11=ACCT
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 3: RESULT

The Main Menu appears.



```
SP010A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                           MAIN MENU                            HH:MM:SS
08/02/2000 T


                     <1>  PAYMENT REQUEST PROCESSING
                     <2>  INQUIRY MENU
                     <3>  FEDERAL AGENCY FUNCTIONS MENU
                     <4>  RFC FUNCTIONS MENU
                     <5>  FRB SUPPORT PROCESSING
                     <6>  REPORT REQUEST MENU
                     <7>  NOTIFICATIONS



                         ASAP ID                ENTER SELECTION NUMBER:
       ORGANIZATION ACCESS CODE                 PRESS ENTER


       F2=EXIT
```

CHAPTER 5:

CERTIFYING AUTHORIZATIONS

PURPOSE

In this chapter, you will learn how to certify authorizations entered on-line and through batch.

REVIEW

In order for an authorization to affect the balance of an ASAP account, the authorization must be *entered* (either on-line or through batch) and the authorization must also be *certified*. Uncertified authorizations do NOT affect the balance of ASAP accounts.

All authorizations must be certified on-line, regardless of whether the authorization was entered on-line or through batch. The same individual at the Agency may not perform both functions of entering authorizations on-line and certifying authorizations.

EDITS

After the user indicates that authorizations entered on-line or batches are to be certified, the transactions are re-edited to ensure that if the authorization is a decrease, it will not cause the account balance to go below zero. If this edit is not passed, the authorization will be rejected.

For authorizations entered on-line, rejects will be displayed on the Certify On-Line Authorization List screen with an R for Rejected in the Status column.

For authorizations entered through batch, the dollar amounts and item counts in the CERTIFIED columns will be different from those in the ACCEPTED columns, and detail on the rejected items will generate on-line notifications to the Agency. See Chapter 12, Notifications, for information on how to retrieve notifications.

CERTIFY ON-LINE AUTHORIZATIONS - SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Certify On-Line Authorizations function:

ALL - by entering a Y in the All field on the Certify On-Line Authorization Prompt, you will bring up a list of all authorizations related to your Agency Location Code and Region, if applicable, which were entered on-line and are awaiting certification.

AUTHORIZATION DATE FROM and **TO** - by entering a date range in the Authorization Entry Date field on the Certify On-Line Authorization Prompt, you will bring up a list of all authorizations **entered** (but not necessarily **effective**) during the specified period of time.

EFFCT DTE - displays the effective date of the authorization.

I/D - indicates whether the authorization is an increase or a decrease to an ASAP account's available balance.

SEL - the Select field (abbreviated "SEL") on the Certify On-Line Authorization screen allows the user to enter a C to certify or a D to delete items from the list. If the user is notified via screen message that an item is in error, the user may use action R to remove the erroneous item from the list. Please note: if an authorization displayed on the list is erroneous (for example if the amount or effective date is incorrect), it cannot be edited. The certifier should delete the erroneous authorization and the correct authorization information must be re-entered.

STA - displays the status of the authorization. This field is always U for Uncertified when the Certify On-Line Authorization List is first displayed. After the Agency has taken action on the item, the status will be updated to A for Approved, W for Warehoused, R for Rejected or D for Deleted. Once the Agency has taken action on an item and its status is no longer U for Uncertified, the item will not appear on subsequent displays of the Certify On-Line Authorization List screen. To view authorization transactions that have a status other than Uncertified, please use the Authorization Transaction Inquiry option on the Inquiry Menu.

CERTIFY BATCH AUTHORIZATIONS - SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Certify Batch Authorizations function:

ACCEPTED AUTHORIZATION AMT - each batch file will have two lines displayed. The first shows the total dollar amount of increase authorization transactions accepted from the batch; the second shows the total dollar amount of decrease authorization transactions accepted from the batch.

ACCEPTED CNT - each batch file will have two lines displayed. The first shows the number of increase authorization transactions accepted from the batch; the second shows the number of decrease authorization transactions accepted from the batch.

CERTIFIED AUTHORIZATION AMT - each batch file will have two lines displayed. After using Post or Certify All actions, the first line will show the total dollar amount of increase authorization transactions that were certified; the second line will show the total dollar amount of decrease authorization transactions that were certified.

CERTIFIED CNT - each batch file will have two lines displayed. After using Post or Certify All actions, the first line will show the number of increase authorization transactions that were certified; the second line will show the number of decrease authorization transactions that were certified.

CYCLE DATE - displays the cycle date on which the batch file was transmitted to ASAP.

ALL - by entering a Y in the All field on the Certify Batch Authorization Prompt, you will bring up a list of all batches related to your Agency Location Code and Region, if applicable, which have at least one item in an uncertified status.

FIL - displays the file number of the batch file.

FILE ID: FILE NUMBER and **CYCLE DATE**: you have the option to enter the file number and the cycle date on which the batch was transmitted to ASAP, rather than specifying a File Transmission Date range on the Certify Batch Authorization Prompt screen. By entering the File Number and Cycle Date, the next screen will only display the batch file awaiting certification that contains the file number and cycle date specified.

FILE TRANSMISSION DATE FROM and **TO** - by entering a date range in the File Transmission Date From and To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorization files transmitted to ASAP during the time period specified that are awaiting certification.

S - the Select field (abbreviated “S”) on the Certify Batch Authorization List screen allows the user to enter a C to certify or a D to delete batches from the list. Please note: if the amounts or item counts shown for a batch are erroneous, items within the batch cannot be edited. The certifier should delete the batch and the correct information must be re-entered.

TRANS DATE - displays the date the batch file was transmitted to ASAP.

ACTION FIELD VALUES TO NOTE

P=POST - posts all authorizations that the user has marked with a D to Delete, R to Reject or a C to Certify in the Select column. When certifying on-line authorizations, multiple pages must be posted a page at a time. When certifying batch authorizations, multiple pages may be posted once, from any page of the list.

A=CERTIFY ALL - after user has viewed all pages of the list, this action will certify all items on the list. This action must only be done once, regardless of the number of pages in the list. You may not use this action if you have indicated a D to Delete in the Select field for items on the list.

R=REFRESH - all data that you have entered on the screen is erased.

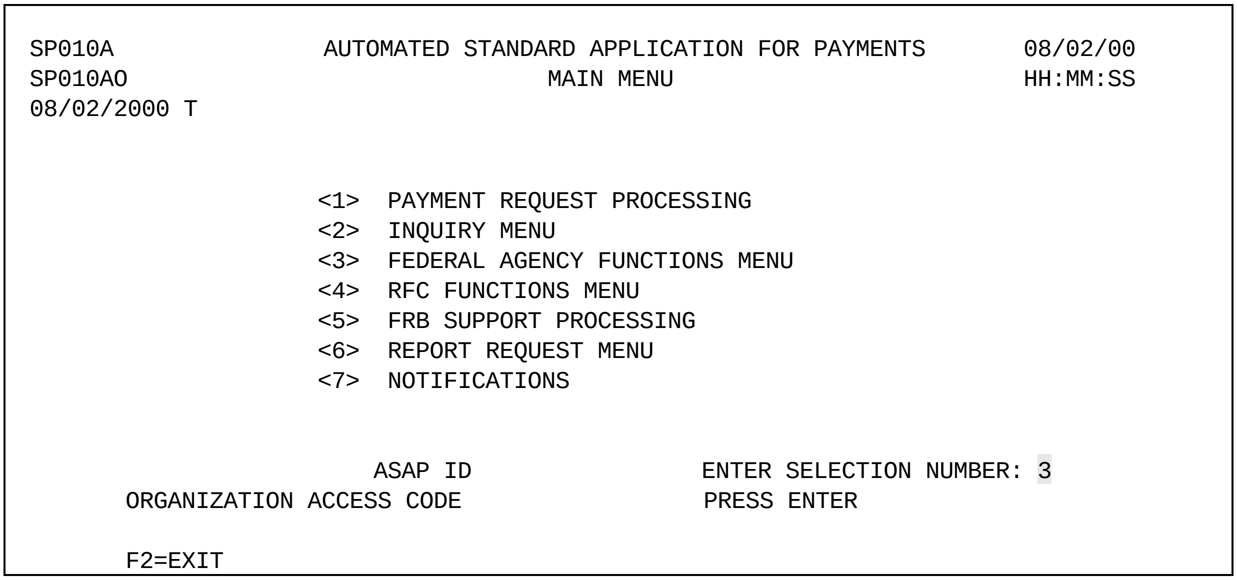
E=ESCAPE - indicates that you wish to leave the screen without posting any data. You may cancel an authorization certification session at any point before using the Post or Certify All actions by entering "E" for escape.

GETTING STARTED

To get to the starting point for each Example, follow the steps on the next two pages.

STEP 1: ACTION

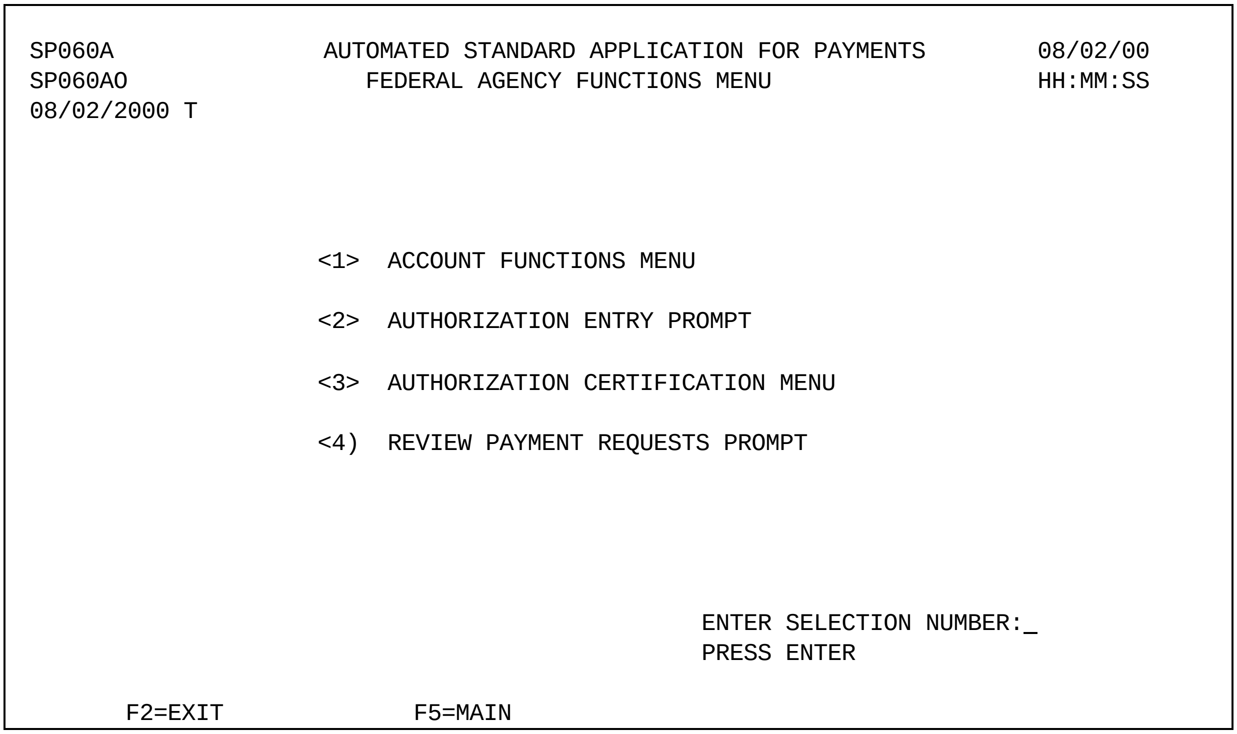
Type 3 for the Federal Agency Functions Menu and press Enter.



```
SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                             MAIN MENU                         HH:MM:SS
08/02/2000 T



                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS


                        ASAP ID                ENTER SELECTION NUMBER: 3
       ORGANIZATION ACCESS CODE                PRESS ENTER

       F2=EXIT
```

STEP 1: RESULT

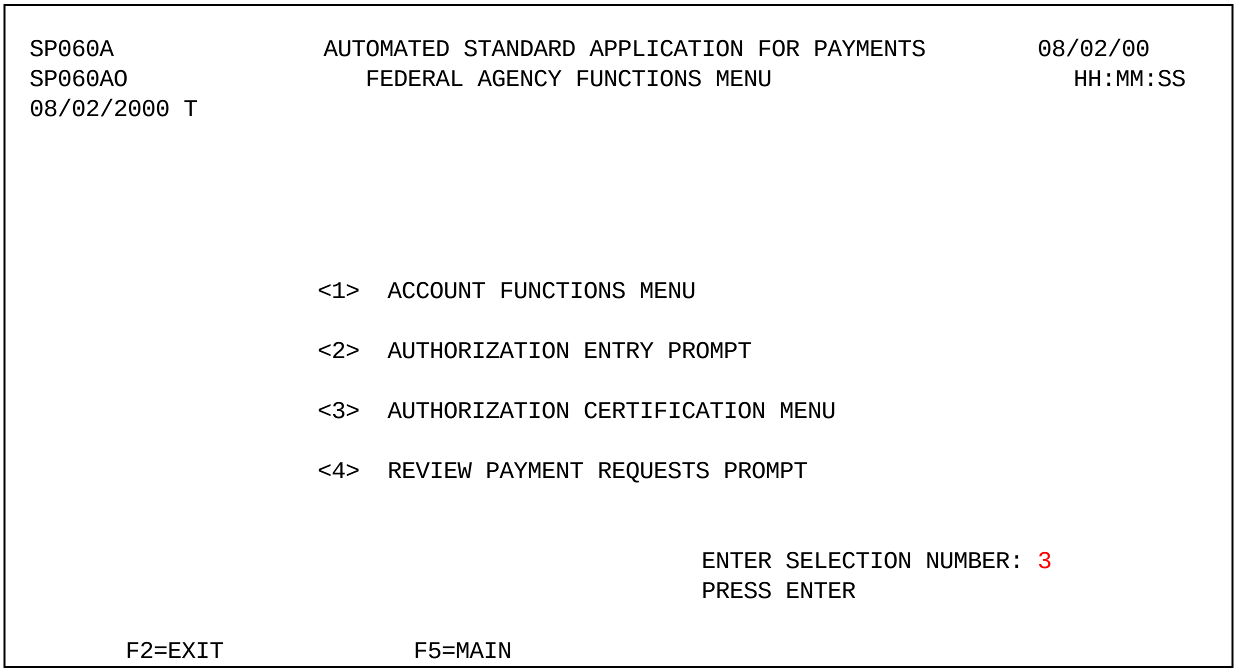
The Federal Agency Functions Menu appears.



```
SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4)  REVIEW PAYMENT REQUESTS PROMPT




                                               ENTER SELECTION NUMBER:_
                                               PRESS ENTER

       F2=EXIT             F5=MAIN
```

STEP 2: ACTION

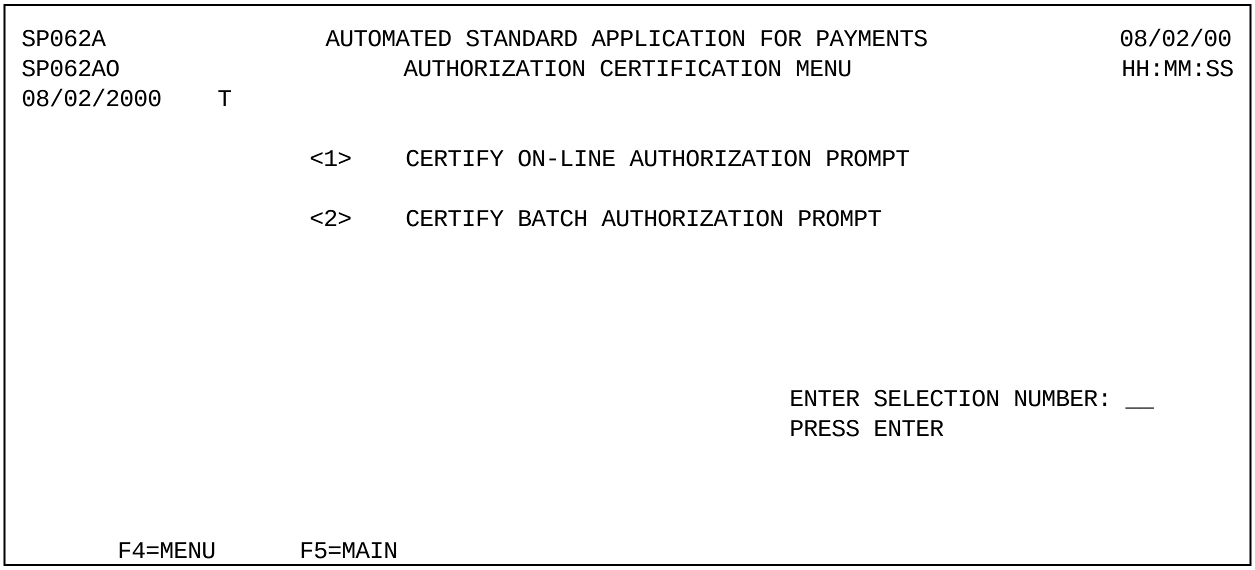
On the Federal Agency Functions Menu, select option 3 for the Authorization Certification Menu and press Enter.



```
SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                FEDERAL AGENCY FUNCTIONS MENU                     HH:MM:SS
08/02/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4>  REVIEW PAYMENT REQUESTS PROMPT


                                              ENTER SELECTION NUMBER: 3
                                              PRESS ENTER

      F2=EXIT              F5=MAIN
```

STEP 2: RESULT

The Authorization Certification Menu appears. Choose menu option 1 to navigate to the Certify On-Line Authorization Prompt screen; menu option 2 to navigate to the Certify Batch Authorization Prompt screen.



```
SP062A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP062AO                   AUTHORIZATION CERTIFICATION MENU                   HH:MM:SS
08/02/2000    T

                    <1>    CERTIFY ON-LINE AUTHORIZATION PROMPT

                    <2>    CERTIFY BATCH AUTHORIZATION PROMPT





                                                    ENTER SELECTION NUMBER: __
                                                    PRESS ENTER




      F4=MENU      F5=MAIN
```

CERTIFY ON-LINE AUTHORIZATIONS

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to Certify On-Line Authorizations. Agencies who will be entering authorizations on-line should complete the examples in this section.

Example 1 will demonstrate how to certify and delete selected authorization transactions from the Certify On-Line Authorization List.

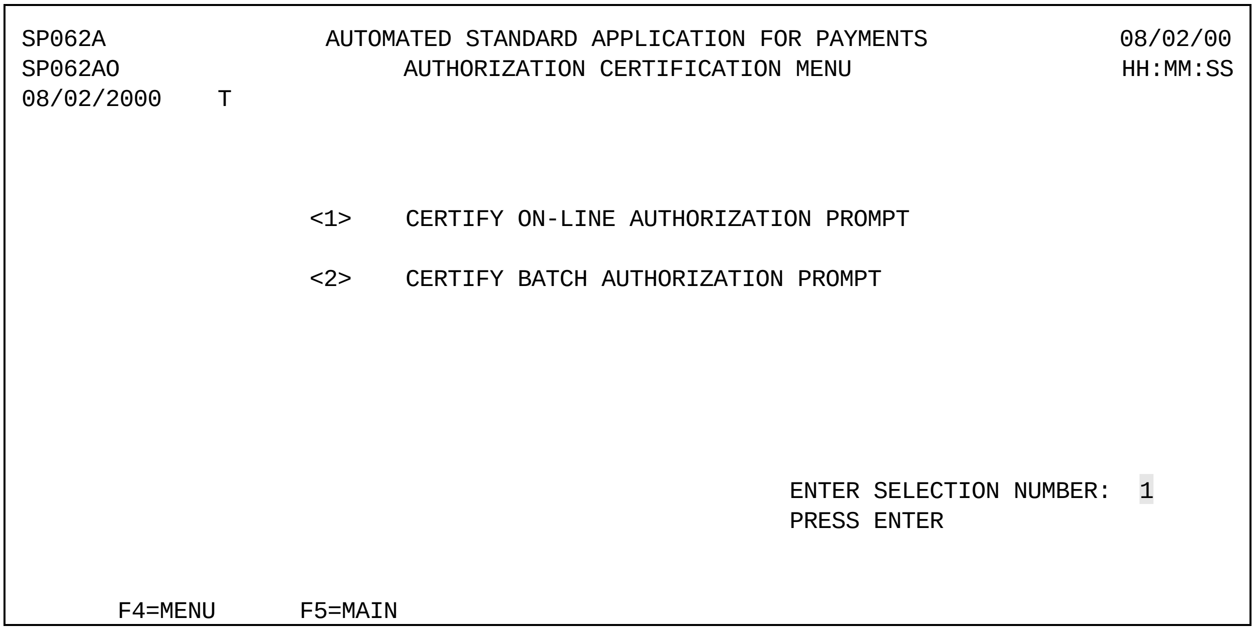
Example 2 will demonstrate how to certify all authorization transactions displayed on the Certify On-Line Authorization List.

EXAMPLE ONE

This example shows you how to certify and delete selected authorizations entered on-line.

STEP 1: ACTION

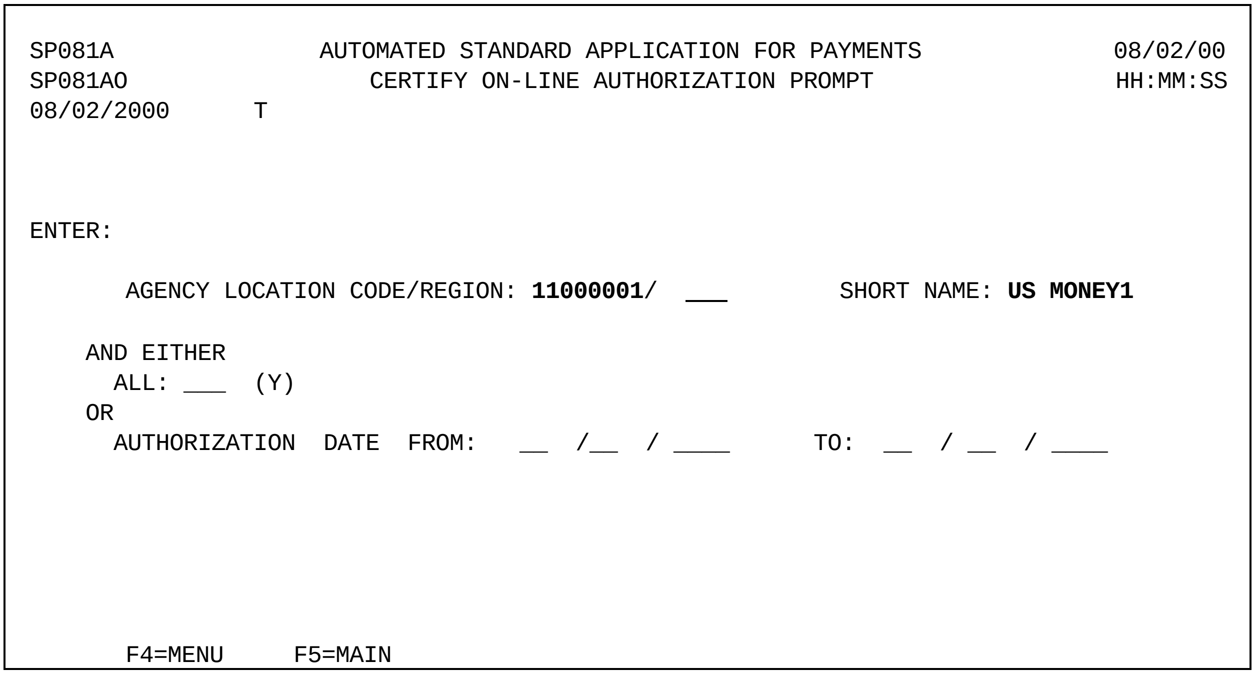
From the Authorization Certification menu, select menu option 1 for Certify On-Line Authorization Prompt and press Enter.



```
SP062A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP062AO                  AUTHORIZATION CERTIFICATION MENU                   HH:MM:SS
08/02/2000    T



                    <1>    CERTIFY ON-LINE AUTHORIZATION PROMPT

                    <2>    CERTIFY BATCH AUTHORIZATION PROMPT






                                                       ENTER SELECTION NUMBER:  1
                                                       PRESS ENTER


       F4=MENU      F5=MAIN
```

STEP 1: RESULT

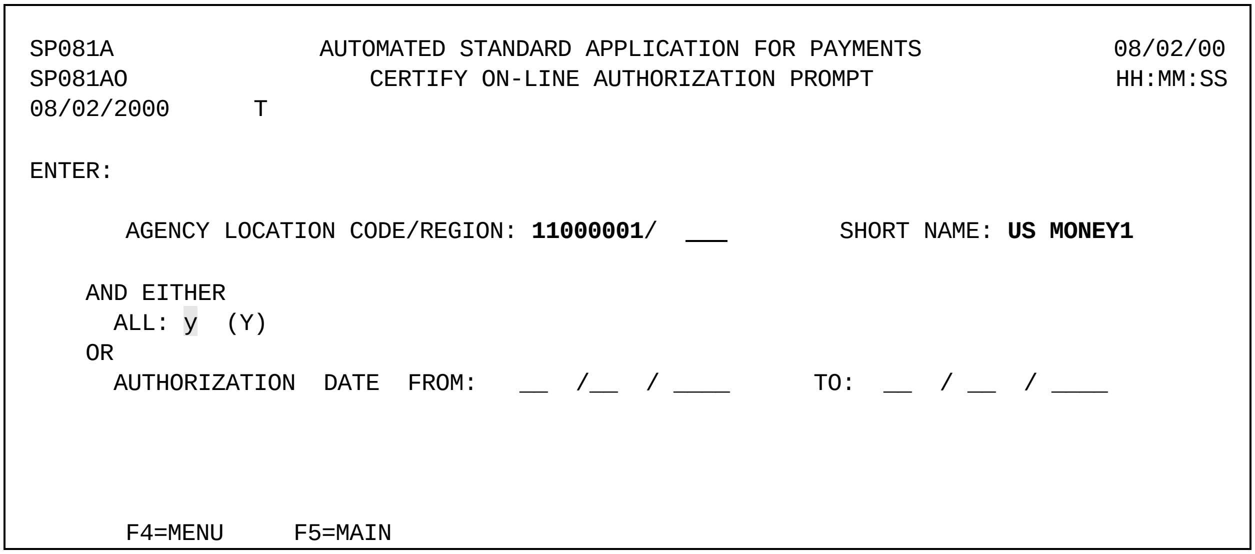
The Certify On-Line Authorization Prompt appears.



```
SP081A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP081AO                CERTIFY ON-LINE AUTHORIZATION PROMPT                HH:MM:SS
08/02/2000      T



ENTER:

       AGENCY LOCATION CODE/REGION: 11000001/  ___        SHORT NAME: US MONEY1

    AND EITHER
      ALL: ___  (Y)
    OR
      AUTHORIZATION  DATE  FROM:   __  /__  / ____      TO:  __  / __  / ____





       F4=MENU     F5=MAIN
```

STEP 2: ACTION

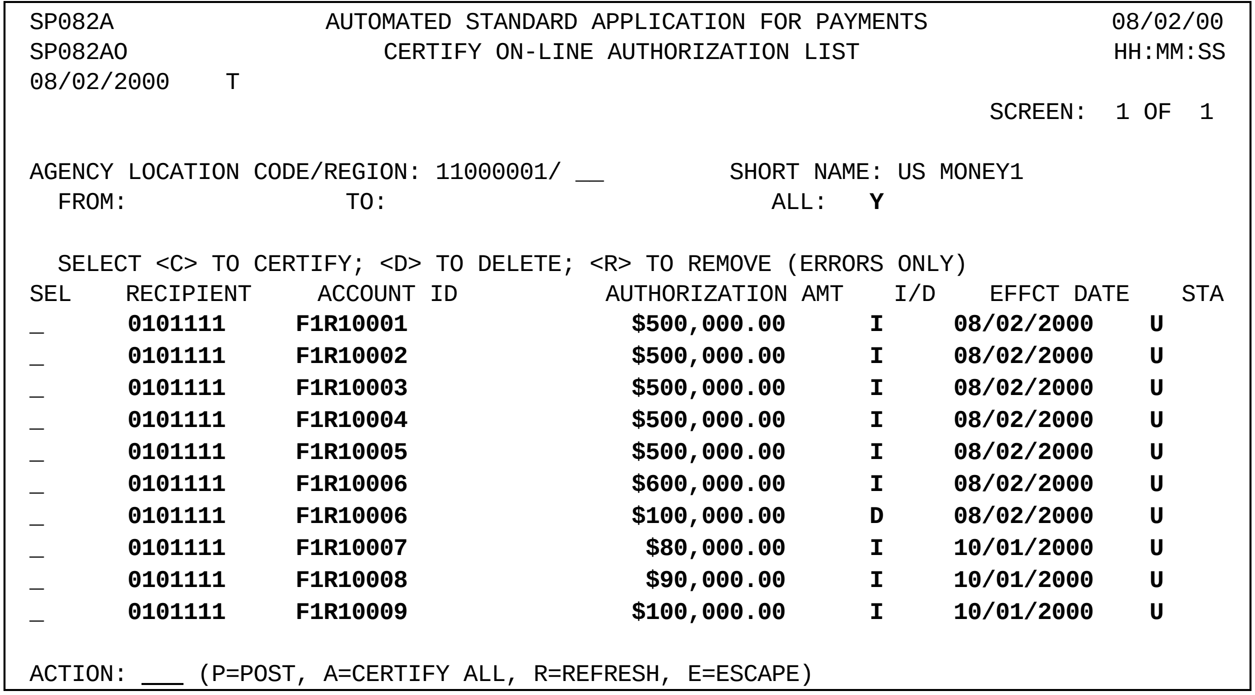
On the Certify On-Line Authorization Prompt screen, enter either Y for Yes in the All field (to display all authorizations awaiting certification) or a date range (to only display authorizations awaiting certification that were entered during the specified period). The example below shows Y for Yes entered in the All field.



```
SP081A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP081AO                 CERTIFY ON-LINE AUTHORIZATION PROMPT                HH:MM:SS
08/02/2000      T

ENTER:

       AGENCY LOCATION CODE/REGION: 11000001/  ___        SHORT NAME: US MONEY1

   AND EITHER
     ALL: y  (Y)
   OR
     AUTHORIZATION  DATE  FROM:   __  /__  / ____      TO:  __  / __  / ____




       F4=MENU     F5=MAIN
```

STEP 2: RESULT

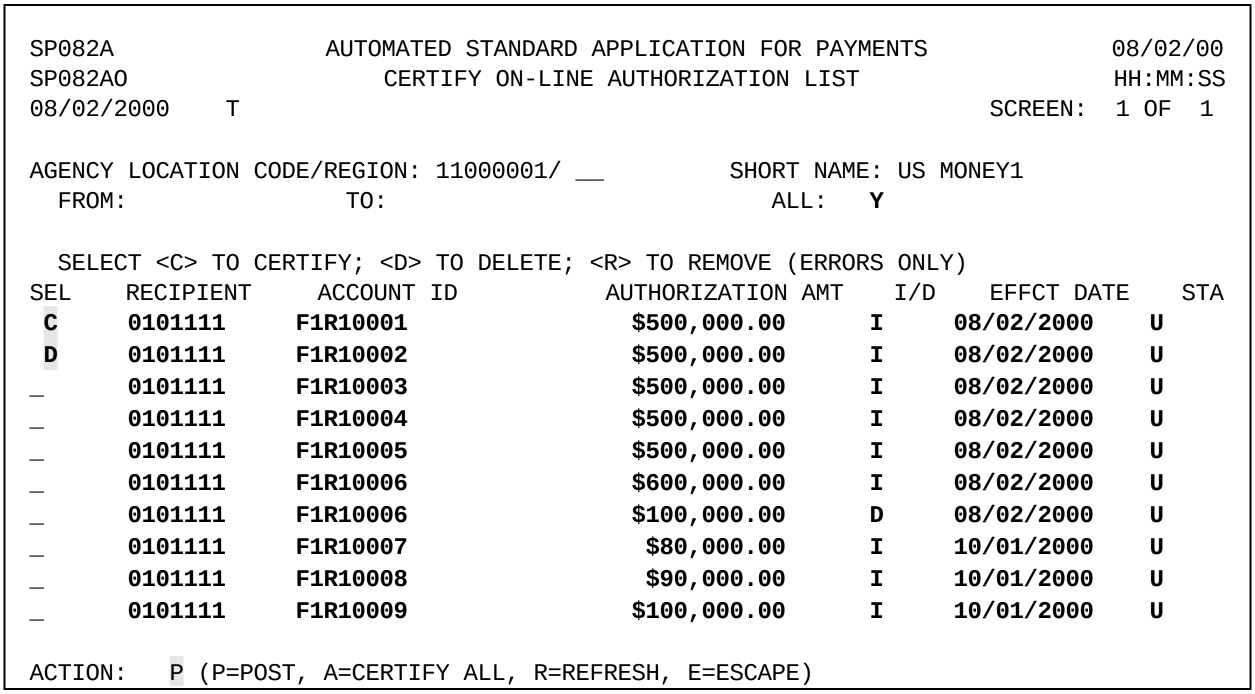
The Certify On-Line Authorization List screen appears, showing all authorizations associated with your Agency Location Code and Region, if applicable, that are awaiting certification.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                  CERTIFY ON-LINE AUTHORIZATION LIST                 HH:MM:SS
08/02/2000    T
                                                                    SCREEN:  1 OF  1

AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
  FROM:               TO:                           ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
_      0101111     F1R10001             $500,000.00      I     08/02/2000    U
_      0101111     F1R10002             $500,000.00      I     08/02/2000    U
_      0101111     F1R10003             $500,000.00      I     08/02/2000    U
_      0101111     F1R10004             $500,000.00      I     08/02/2000    U
_      0101111     F1R10005             $500,000.00      I     08/02/2000    U
_      0101111     F1R10006             $600,000.00      I     08/02/2000    U
_      0101111     F1R10006             $100,000.00      D     08/02/2000    U
_      0101111     F1R10007              $80,000.00      I     10/01/2000    U
_      0101111     F1R10008              $90,000.00      I     10/01/2000    U
_      0101111     F1R10009             $100,000.00      I     10/01/2000    U

ACTION: ___ (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

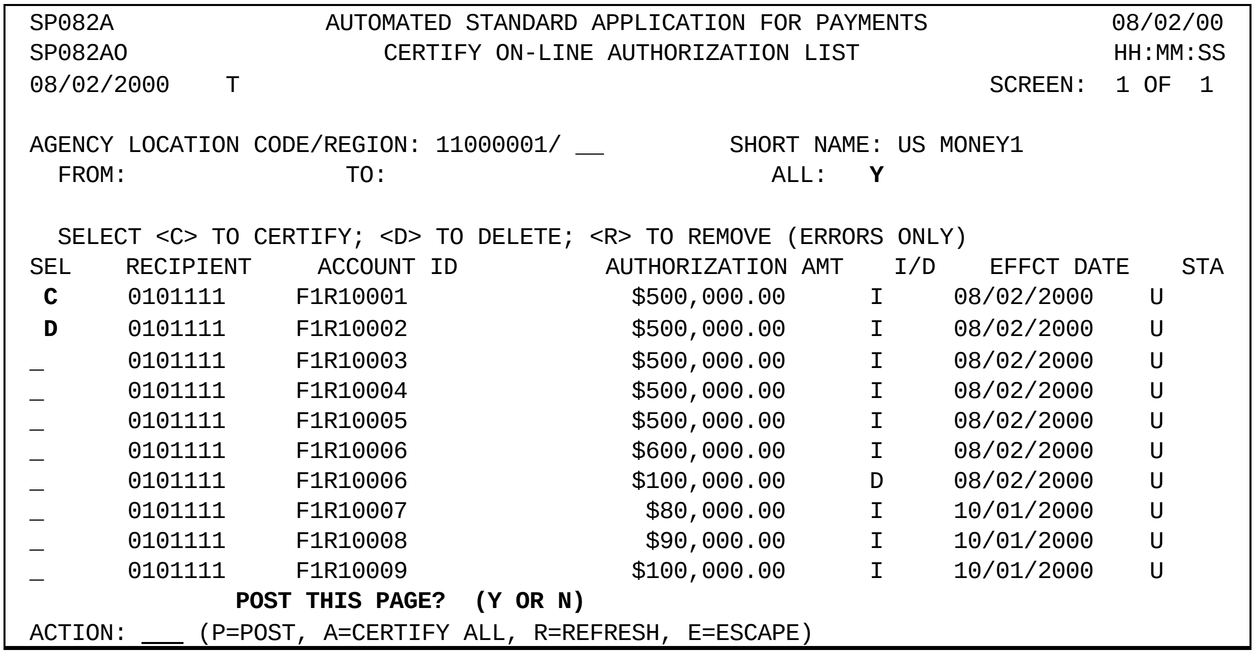
Enter a C to Certify in the Select field for the first item on the list, and a D to Delete in the Select field for the second item on the list. Tab to the Action field and enter a P to Post. Press Enter.



```
SP082A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                  CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T                                                     SCREEN:  1 OF  1

AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
  FROM:               TO:                           ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 C     0101111     F1R10001              $500,000.00      I     08/02/2000    U
 D     0101111     F1R10002              $500,000.00      I     08/02/2000    U
_      0101111     F1R10003              $500,000.00      I     08/02/2000    U
_      0101111     F1R10004              $500,000.00      I     08/02/2000    U
_      0101111     F1R10005              $500,000.00      I     08/02/2000    U
_      0101111     F1R10006              $600,000.00      I     08/02/2000    U
_      0101111     F1R10006              $100,000.00      D     08/02/2000    U
_      0101111     F1R10007               $80,000.00      I     10/01/2000    U
_      0101111     F1R10008               $90,000.00      I     10/01/2000    U
_      0101111     F1R10009              $100,000.00      I     10/01/2000    U

ACTION:   P (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

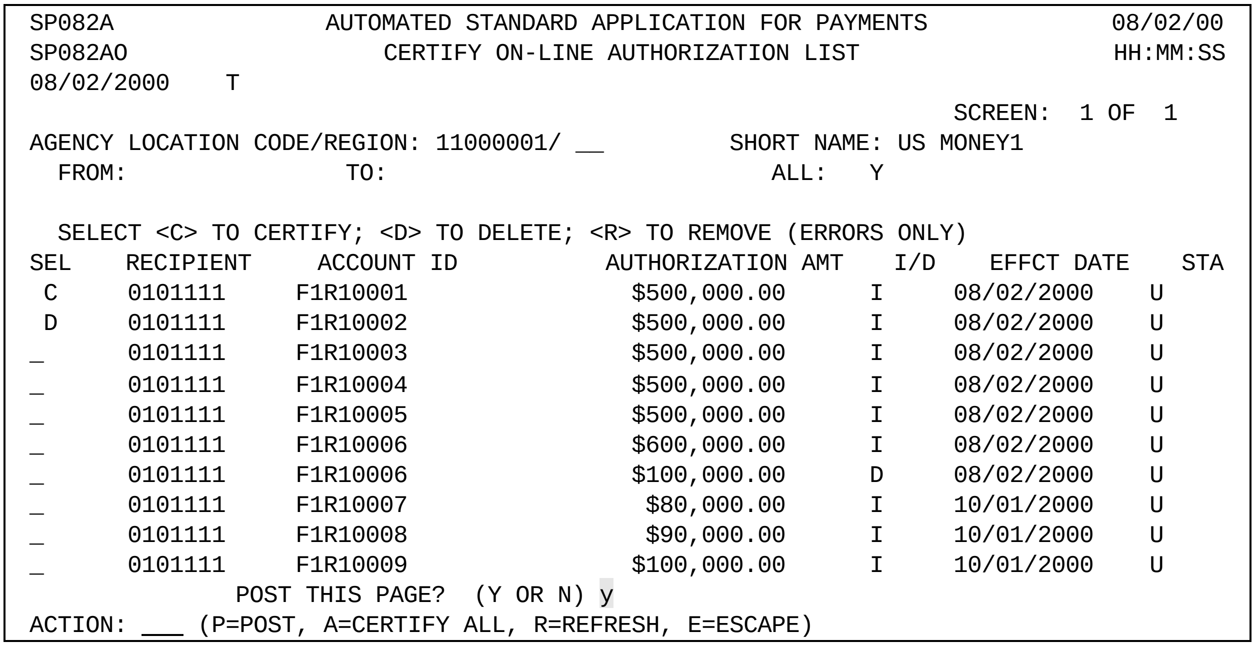
You are presented with a Post This Page? (Y OR N) confirmation message.



```
SP082A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                  CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T                                                     SCREEN:  1 OF  1

AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
  FROM:               TO:                           ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 C     0101111     F1R10001              $500,000.00      I     08/02/2000    U
 D     0101111     F1R10002              $500,000.00      I     08/02/2000    U
_      0101111     F1R10003              $500,000.00      I     08/02/2000    U
_      0101111     F1R10004              $500,000.00      I     08/02/2000    U
_      0101111     F1R10005              $500,000.00      I     08/02/2000    U
_      0101111     F1R10006              $600,000.00      I     08/02/2000    U
_      0101111     F1R10006              $100,000.00      D     08/02/2000    U
_      0101111     F1R10007               $80,000.00      I     10/01/2000    U
_      0101111     F1R10008               $90,000.00      I     10/01/2000    U
_      0101111     F1R10009              $100,000.00      I     10/01/2000    U
               POST THIS PAGE?  (Y OR N)
ACTION: ___ (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: ACTION

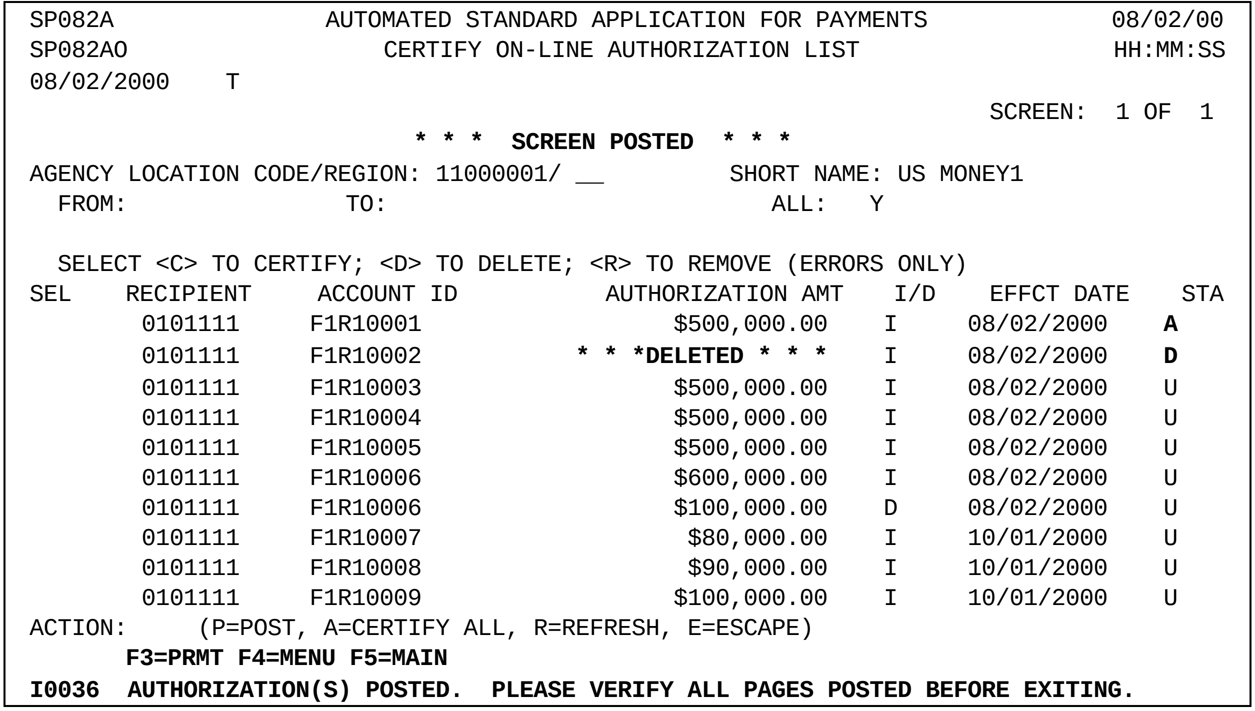
Respond Y for Yes to the Post This Page? message and press Enter.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T
                                                                  SCREEN:  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
  FROM:               TO:                           ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 C     0101111     F1R10001                $500,000.00      I     08/02/2000    U
 D     0101111     F1R10002                $500,000.00      I     08/02/2000    U
_      0101111     F1R10003                $500,000.00      I     08/02/2000    U
_      0101111     F1R10004                $500,000.00      I     08/02/2000    U
_      0101111     F1R10005                $500,000.00      I     08/02/2000    U
_      0101111     F1R10006                $600,000.00      I     08/02/2000    U
_      0101111     F1R10006                $100,000.00      D     08/02/2000    U
_      0101111     F1R10007                 $80,000.00      I     10/01/2000    U
_      0101111     F1R10008                 $90,000.00      I     10/01/2000    U
_      0101111     F1R10009                $100,000.00      I     10/01/2000    U
              POST THIS PAGE?  (Y OR N) y
ACTION: ___ (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: RESULT

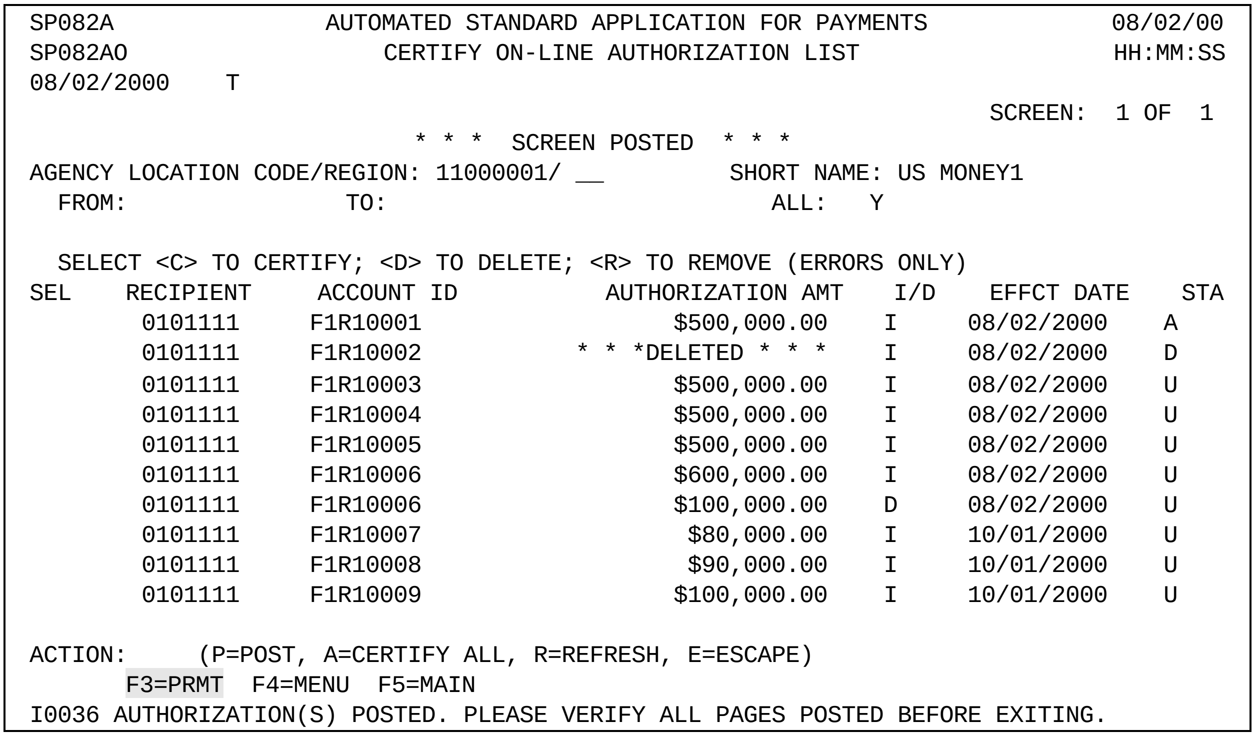
The first item is updated with a status of A for Approved and the second item is highlighted as deleted. Function keys are presented that will allow you to navigate out of this screen.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T
                                                                    SCREEN:  1 OF  1
                           * * *  SCREEN POSTED  * * *
AGENCY LOCATION CODE/REGION: 11000001/ __        SHORT NAME: US MONEY1
  FROM:               TO:                           ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
        0101111     F1R10001                  $500,000.00    I     08/02/2000    A
        0101111     F1R10002           * * *DELETED * * *    I     08/02/2000    D
        0101111     F1R10003                  $500,000.00    I     08/02/2000    U
        0101111     F1R10004                  $500,000.00    I     08/02/2000    U
        0101111     F1R10005                  $500,000.00    I     08/02/2000    U
        0101111     F1R10006                  $600,000.00    I     08/02/2000    U
        0101111     F1R10006                  $100,000.00    D     08/02/2000    U
        0101111     F1R10007                   $80,000.00    I     10/01/2000    U
        0101111     F1R10008                   $90,000.00    I     10/01/2000    U
        0101111     F1R10009                  $100,000.00    I     10/01/2000    U
ACTION:     (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: ACTION

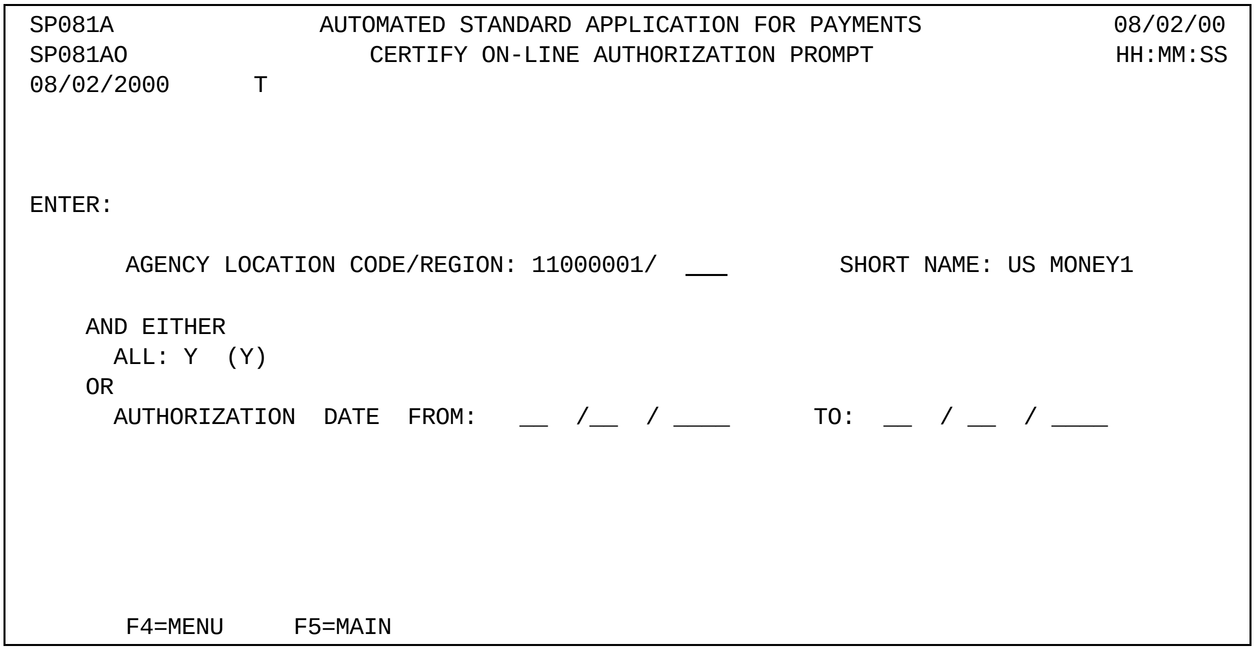
Press F3 to return to the Certify On-Line Authorization Prompt screen.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T
                                                                    SCREEN:  1 OF  1
                           * * *  SCREEN POSTED  * * *
AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
  FROM:                TO:                         ALL:   Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
        0101111     F1R10001                 $500,000.00    I     08/02/2000    A
        0101111     F1R10002           * * *DELETED * * *    I     08/02/2000    D
        0101111     F1R10003                 $500,000.00    I     08/02/2000    U
        0101111     F1R10004                 $500,000.00    I     08/02/2000    U
        0101111     F1R10005                 $500,000.00    I     08/02/2000    U
        0101111     F1R10006                 $600,000.00    I     08/02/2000    U
        0101111     F1R10006                 $100,000.00    D     08/02/2000    U
        0101111     F1R10007                  $80,000.00    I     10/01/2000    U
        0101111     F1R10008                  $90,000.00    I     10/01/2000    U
        0101111     F1R10009                 $100,000.00    I     10/01/2000    U

ACTION:     (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
       F3=PRMT  F4=MENU  F5=MAIN
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: RESULT

The Certify On-Line Authorization Prompt screen appears.



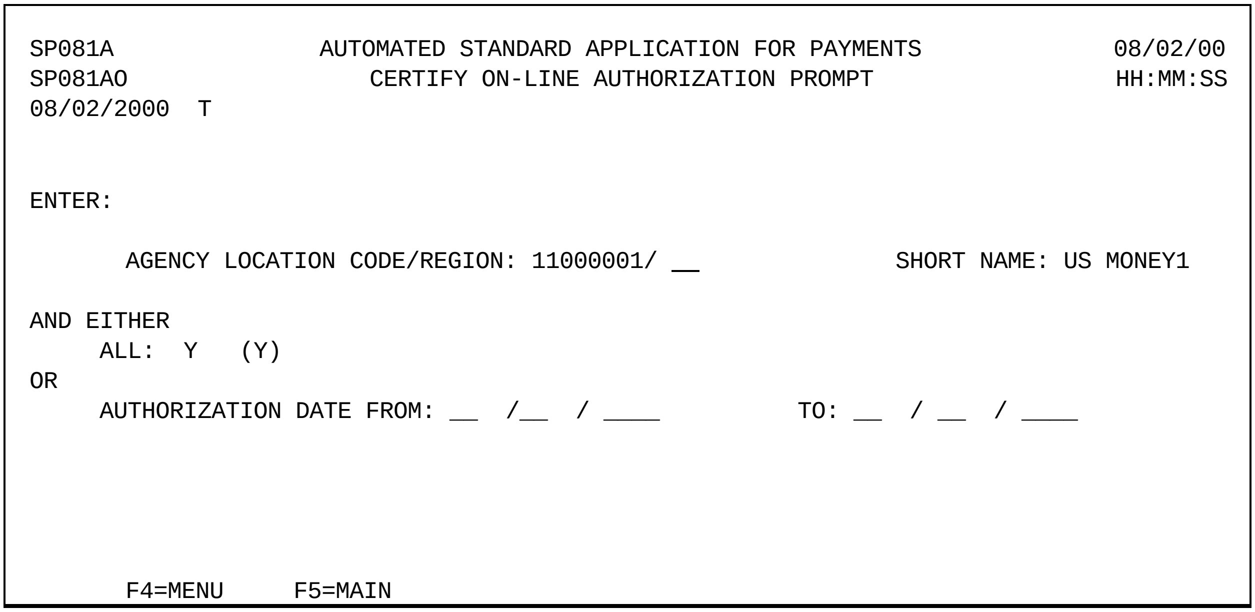
```
SP081A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP081AO                CERTIFY ON-LINE AUTHORIZATION PROMPT                 HH:MM:SS
08/02/2000      T



ENTER:

       AGENCY LOCATION CODE/REGION: 11000001/  ___        SHORT NAME: US MONEY1

    AND EITHER
      ALL: Y  (Y)
    OR
      AUTHORIZATION  DATE  FROM:   __  /__  / ____      TO:  __  / __  / ____





       F4=MENU     F5=MAIN
```

EXAMPLE TWO

This example shows you how to use the Certify All action to certify all authorizations entered on-line that are associated with your ALC/Region.

STEP 1: ACTION

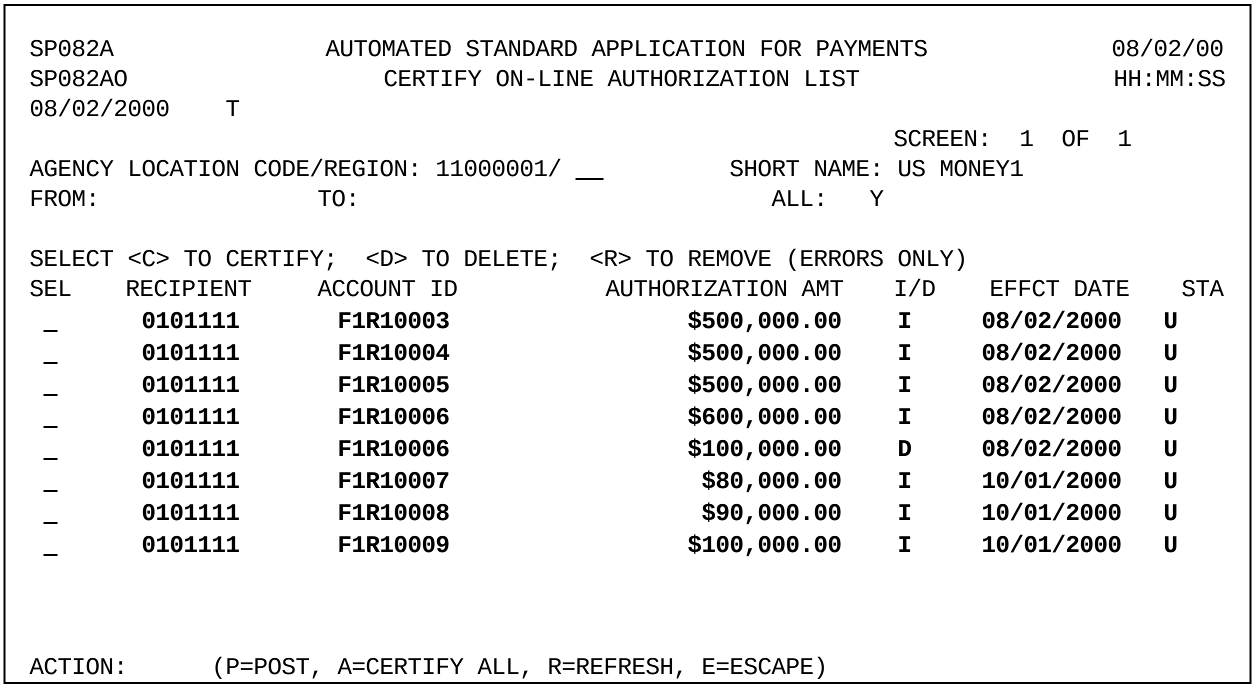
All data that you entered on the prompt in Step 1 of Example 1 is retained. Simply press Enter to display the list of authorizations awaiting certification.



```
SP081A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP081AO                 CERTIFY ON-LINE AUTHORIZATION PROMPT                HH:MM:SS
08/02/2000  T


ENTER:

       AGENCY LOCATION CODE/REGION: 11000001/ __              SHORT NAME: US MONEY1

AND EITHER
     ALL:  Y   (Y)
OR
     AUTHORIZATION DATE FROM: __  /__  / ____         TO: __  / __  / ____




       F4=MENU     F5=MAIN
```

STEP 1: RESULT

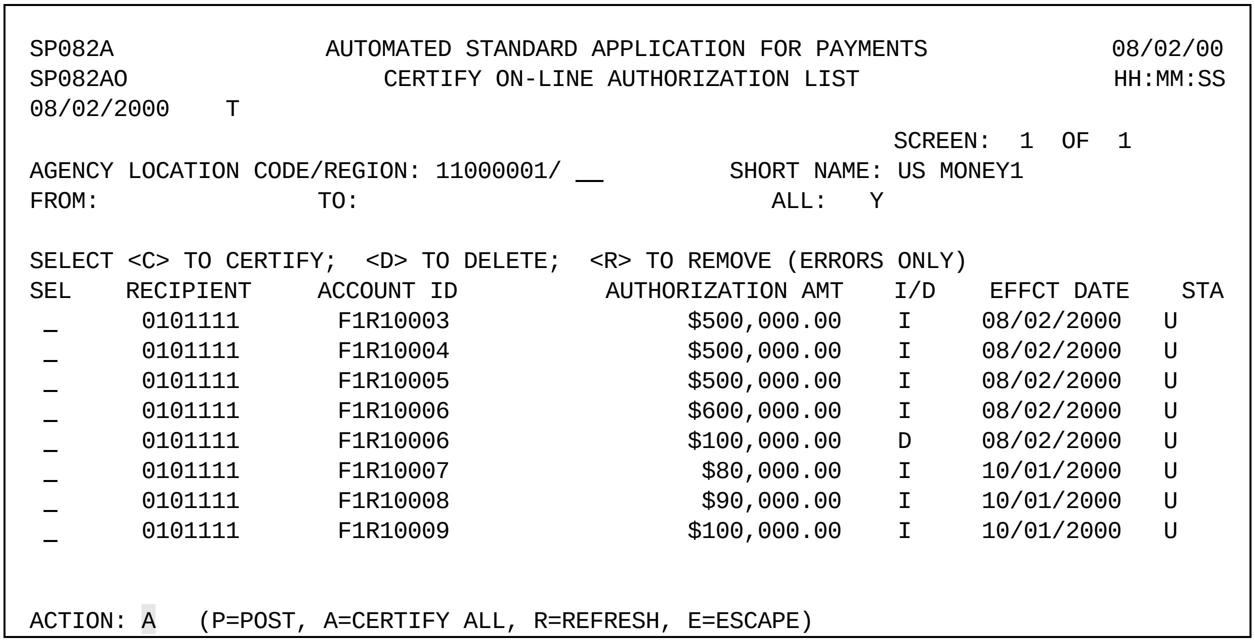
The Certify On-Line Authorization List appears. Please note that the items certified and deleted in Example 1 are no longer on this list, because they no longer have a status of uncertified.



```
SP082A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP082AO                  CERTIFY ON-LINE AUTHORIZATION LIST                 HH:MM:SS
08/02/2000    T
                                                              SCREEN:  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
FROM:               TO:                              ALL:   Y

SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 _      0101111       F1R10003                $500,000.00     I     08/02/2000   U
 _      0101111       F1R10004                $500,000.00     I     08/02/2000   U
 _      0101111       F1R10005                $500,000.00     I     08/02/2000   U
 _      0101111       F1R10006                $600,000.00     I     08/02/2000   U
 _      0101111       F1R10006                $100,000.00     D     08/02/2000   U
 _      0101111       F1R10007                 $80,000.00     I     10/01/2000   U
 _      0101111       F1R10008                 $90,000.00     I     10/01/2000   U
 _      0101111       F1R10009                $100,000.00     I     10/01/2000   U



ACTION:      (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: ACTION

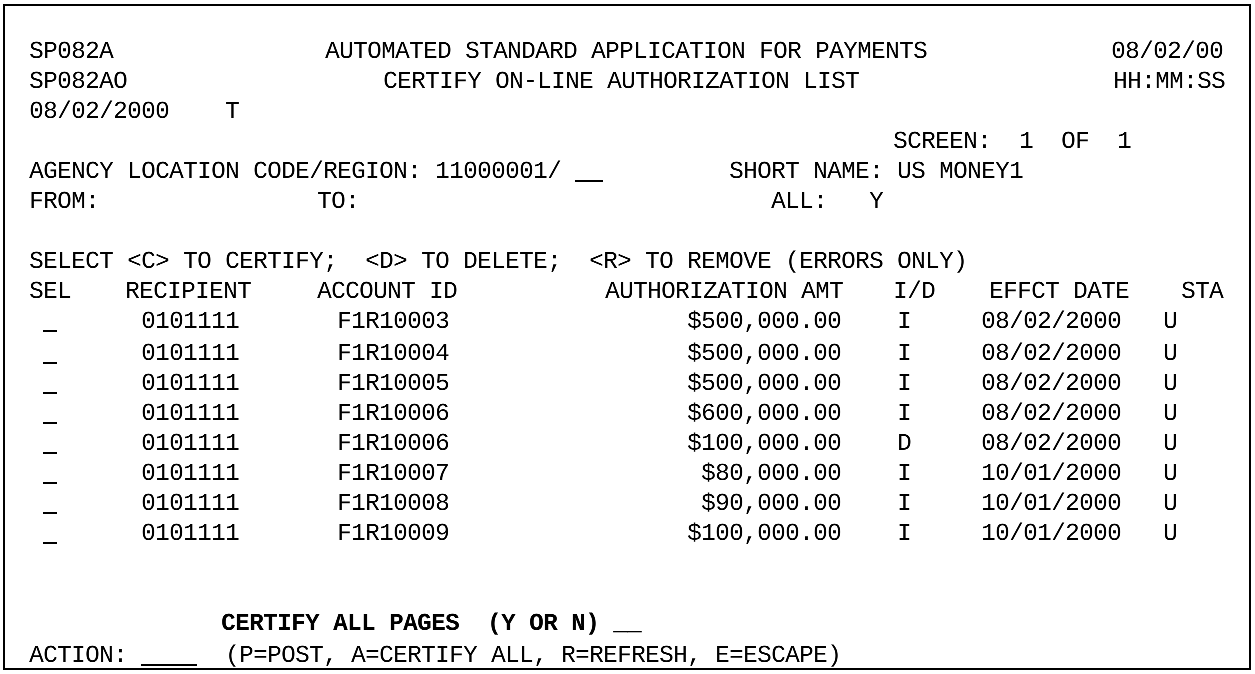
Tab to the Action field and type in A for Certify All. Press Enter.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T
                                                              SCREEN:  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
FROM:               TO:                              ALL:   Y

SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 _      0101111       F1R10003                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10004                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10005                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10006                 $600,000.00    I     08/02/2000   U
 _      0101111       F1R10006                 $100,000.00    D     08/02/2000   U
 _      0101111       F1R10007                  $80,000.00    I     10/01/2000   U
 _      0101111       F1R10008                  $90,000.00    I     10/01/2000   U
 _      0101111       F1R10009                 $100,000.00    I     10/01/2000   U


ACTION: A   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: RESULT

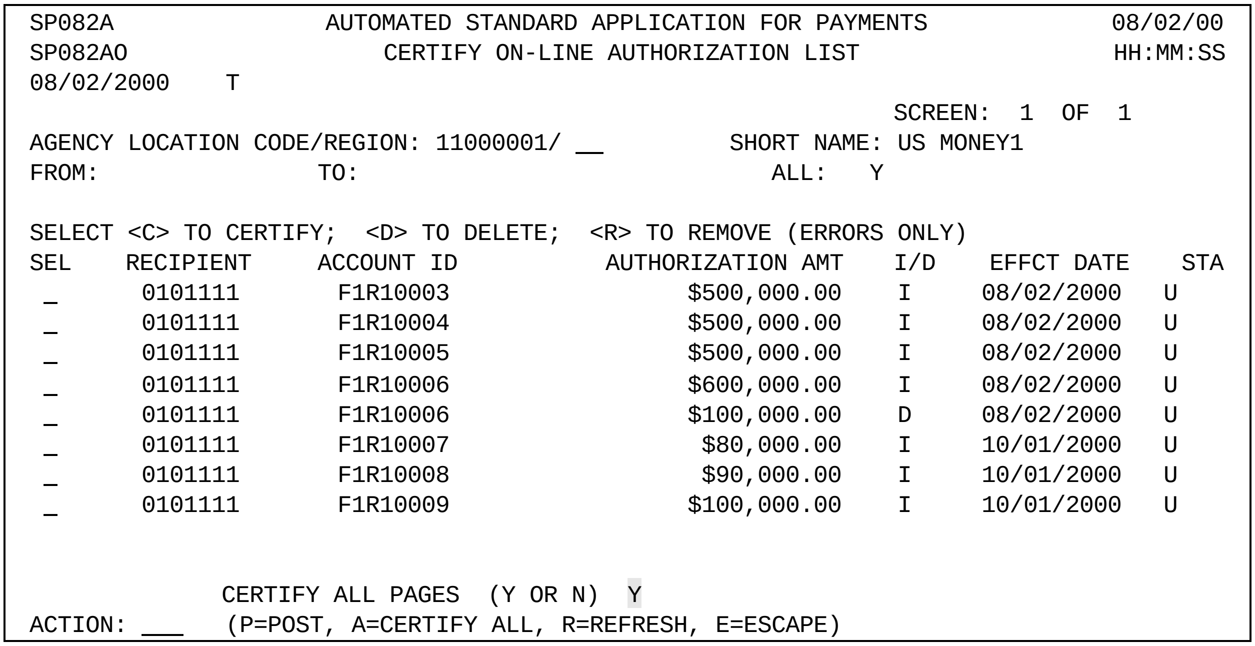
The CERTIFY ALL PAGES (Y OR N) confirmation message is presented.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T
                                                              SCREEN:  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
FROM:               TO:                              ALL:   Y

SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 _      0101111       F1R10003                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10004                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10005                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10006                 $600,000.00    I     08/02/2000   U
 _      0101111       F1R10006                 $100,000.00    D     08/02/2000   U
 _      0101111       F1R10007                  $80,000.00    I     10/01/2000   U
 _      0101111       F1R10008                  $90,000.00    I     10/01/2000   U
 _      0101111       F1R10009                 $100,000.00    I     10/01/2000   U


              CERTIFY ALL PAGES  (Y OR N) __
ACTION: ____  (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

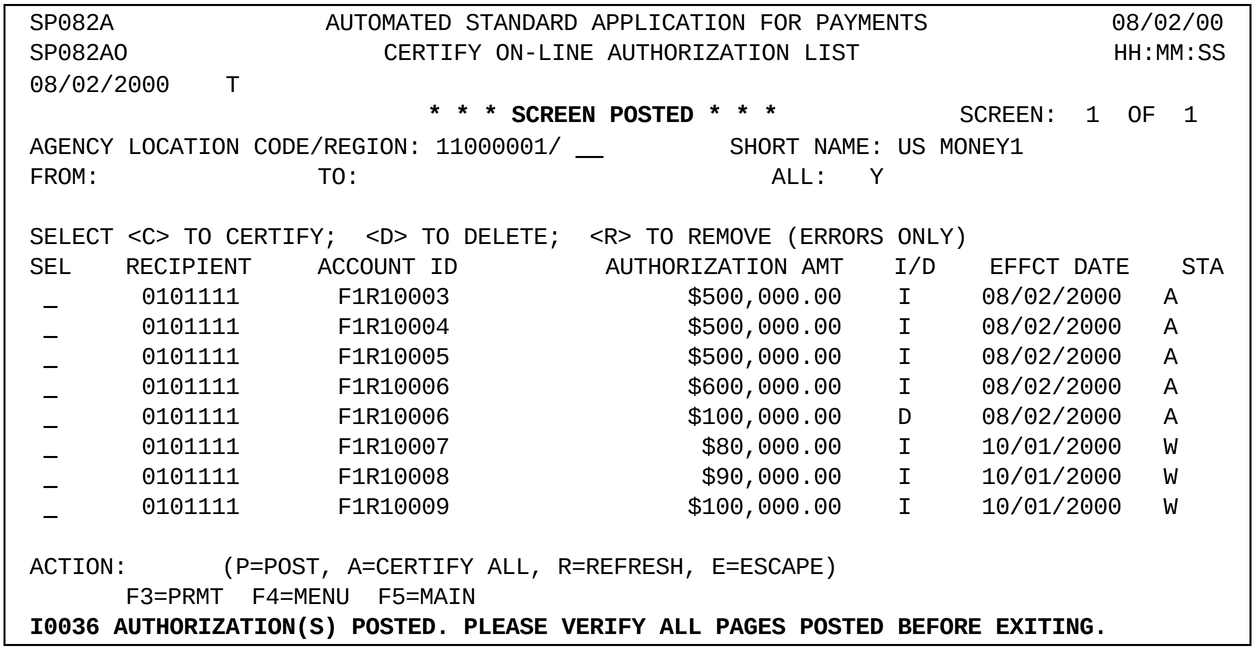
Confirm that you want to certify all items on the list by responding Y to the CERTIFY ALL PAGES message and pressing Enter.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T
                                                              SCREEN:  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
FROM:               TO:                              ALL:   Y

SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 _      0101111       F1R10003                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10004                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10005                 $500,000.00    I     08/02/2000   U
 _      0101111       F1R10006                 $600,000.00    I     08/02/2000   U
 _      0101111       F1R10006                 $100,000.00    D     08/02/2000   U
 _      0101111       F1R10007                  $80,000.00    I     10/01/2000   U
 _      0101111       F1R10008                  $90,000.00    I     10/01/2000   U
 _      0101111       F1R10009                 $100,000.00    I     10/01/2000   U


             CERTIFY ALL PAGES  (Y OR N)  Y
ACTION: ___   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

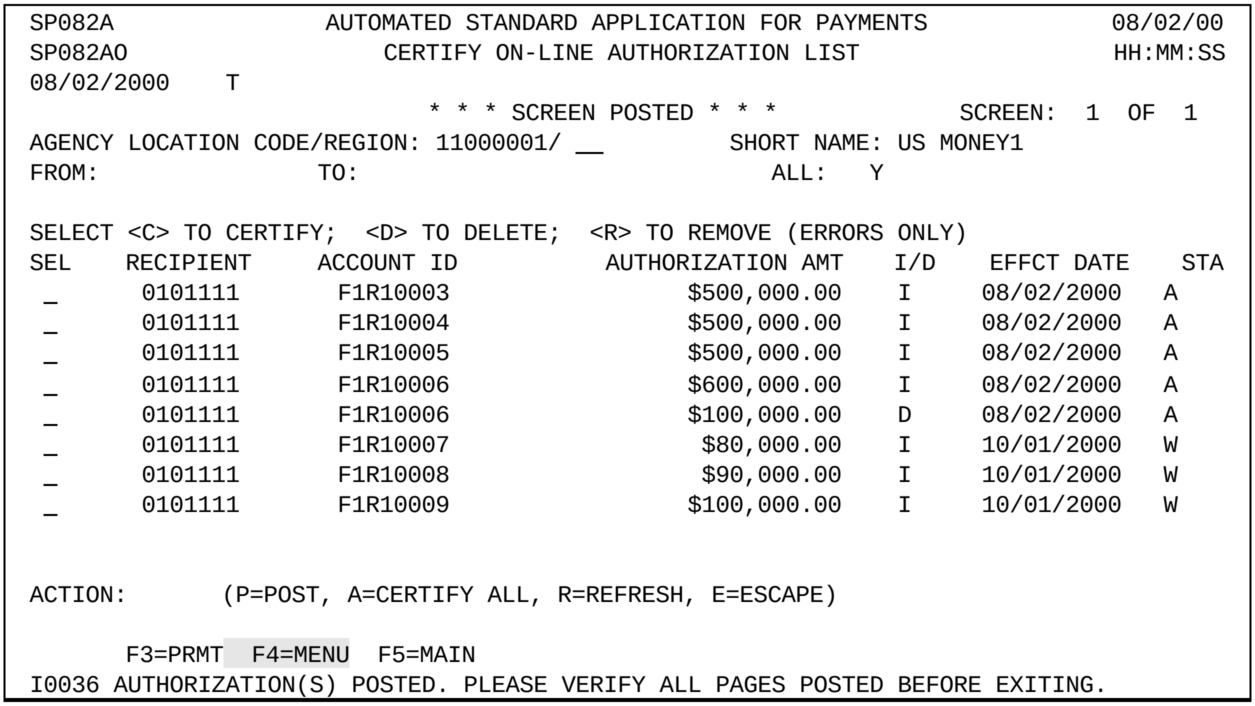
The remaining items on the list are certified, and their status updated to A for Approved and W for Warehoused, as appropriate.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                  HH:MM:SS
08/02/2000    T
                            * * * SCREEN POSTED * * *            SCREEN:  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
FROM:               TO:                              ALL:   Y

SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 _      0101111       F1R10003                 $500,000.00    I     08/02/2000   A
 _      0101111       F1R10004                 $500,000.00    I     08/02/2000   A
 _      0101111       F1R10005                 $500,000.00    I     08/02/2000   A
 _      0101111       F1R10006                 $600,000.00    I     08/02/2000   A
 _      0101111       F1R10006                 $100,000.00    D     08/02/2000   A
 _      0101111       F1R10007                  $80,000.00    I     10/01/2000   W
 _      0101111       F1R10008                  $90,000.00    I     10/01/2000   W
 _      0101111       F1R10009                 $100,000.00    I     10/01/2000   W

ACTION:       (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
       F3=PRMT  F4=MENU  F5=MAIN
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 4: ACTION

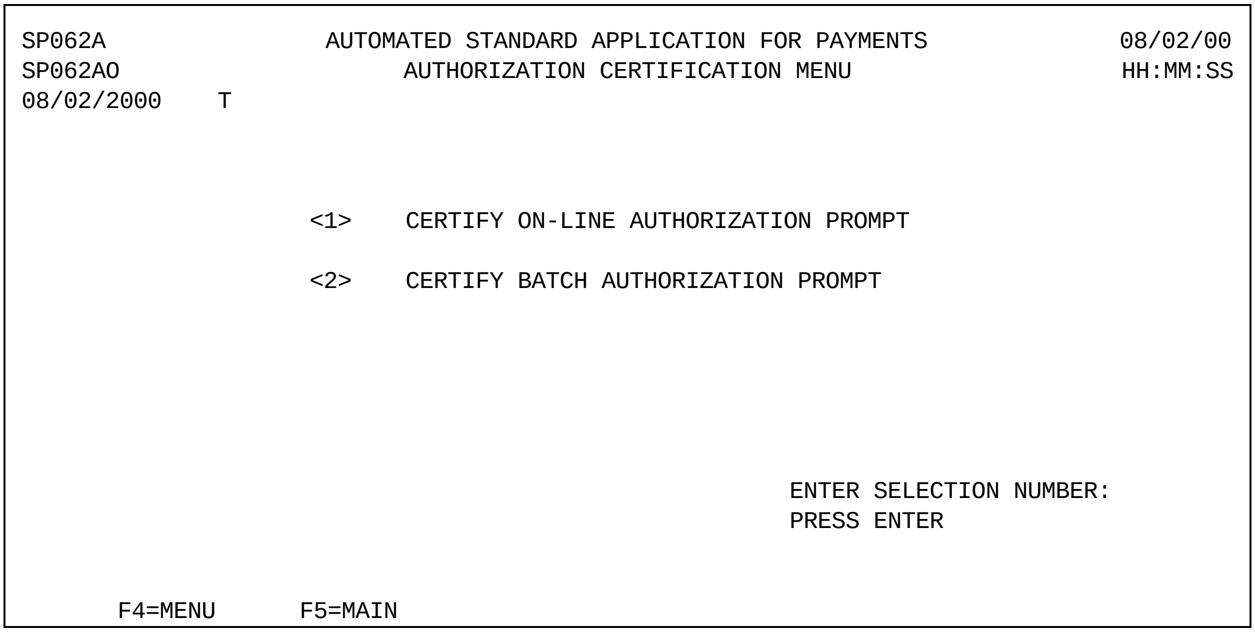
Press F4=MENU to return to the Authorization Certification Menu.



```
SP082A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP082AO                 CERTIFY ON-LINE AUTHORIZATION LIST                 HH:MM:SS
08/02/2000    T
                            * * * SCREEN POSTED * * *             SCREEN:  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/ __         SHORT NAME: US MONEY1
FROM:               TO:                            ALL:   Y

SELECT <C> TO CERTIFY;  <D> TO DELETE;  <R> TO REMOVE (ERRORS ONLY)
SEL    RECIPIENT     ACCOUNT ID          AUTHORIZATION AMT    I/D    EFFCT DATE    STA
 _      0101111       F1R10003                 $500,000.00    I     08/02/2000   A
 _      0101111       F1R10004                 $500,000.00    I     08/02/2000   A
 _      0101111       F1R10005                 $500,000.00    I     08/02/2000   A
 _      0101111       F1R10006                 $600,000.00    I     08/02/2000   A
 _      0101111       F1R10006                 $100,000.00    D     08/02/2000   A
 _      0101111       F1R10007                  $80,000.00    I     10/01/2000   W
 _      0101111       F1R10008                  $90,000.00    I     10/01/2000   W
 _      0101111       F1R10009                 $100,000.00    I     10/01/2000   W


ACTION:       (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)

       F3=PRMT  F4=MENU  F5=MAIN
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 4: RESULT

The Authorization Certification Menu appears.



```
SP062A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP062AO                   AUTHORIZATION CERTIFICATION MENU                   HH:MM:SS
08/02/2000    T



                    <1>    CERTIFY ON-LINE AUTHORIZATION PROMPT

                    <2>    CERTIFY BATCH AUTHORIZATION PROMPT







                                                       ENTER SELECTION NUMBER:
                                                       PRESS ENTER



       F4=MENU      F5=MAIN
```

CERTIFY BATCH AUTHORIZATIONS

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to Certify Batch Authorizations. Agencies who will enter authorizations via batch files should complete this example.

Example 3 shows you how to certify at the batch level.

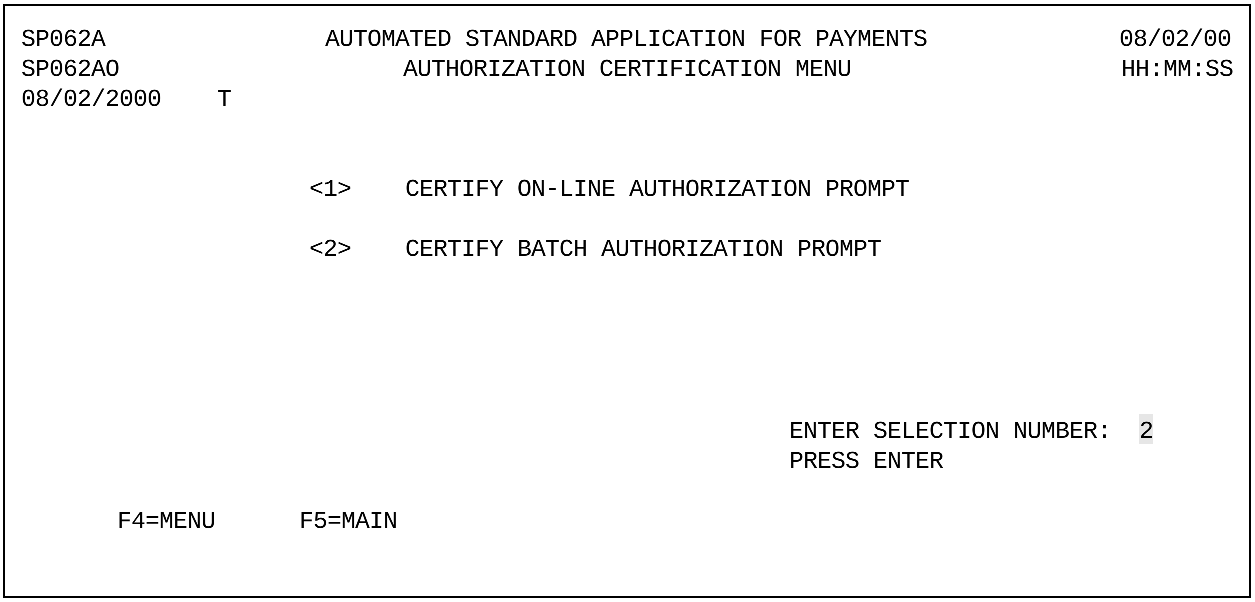
Example 4 shows you how to certify and reject items within the batch.

EXAMPLE THREE

This example will demonstrate how to certify authorizations entered through batch at the batch level.

STEP 1: ACTION

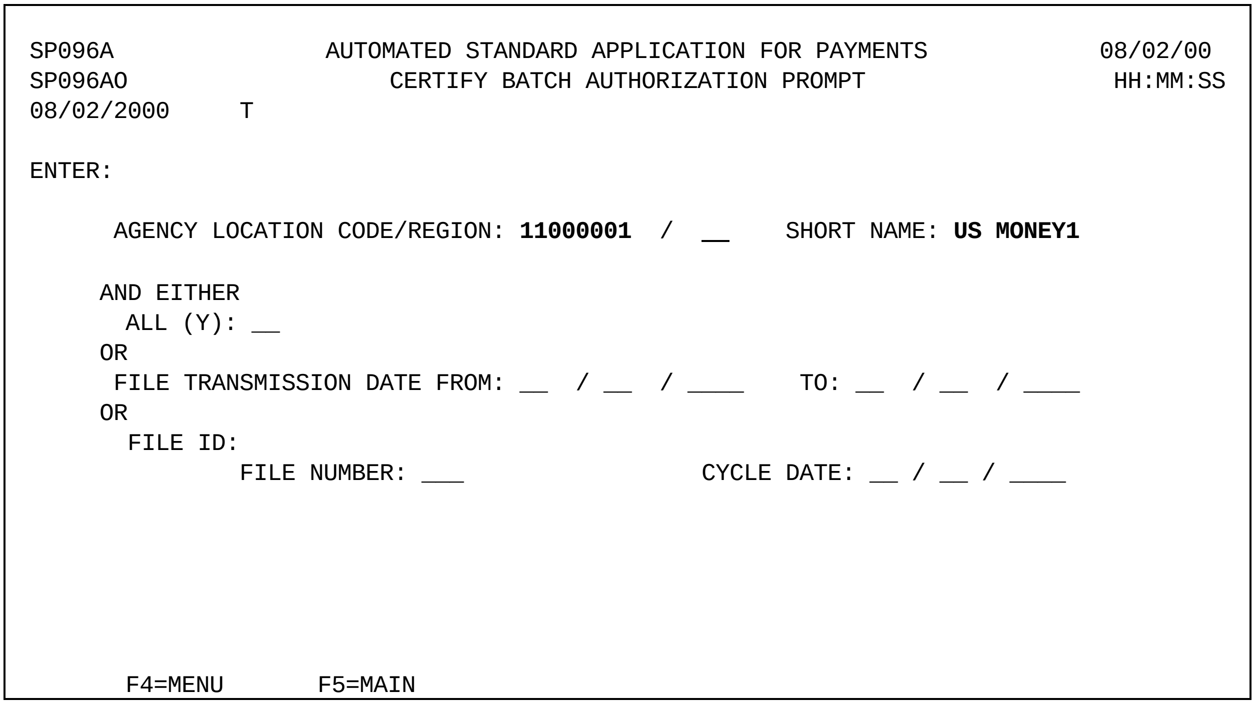
From the Authorization Certification menu, select menu option 2 for Certify Batch Authorization Prompt and press Enter.



```
SP062A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP062AO                 AUTHORIZATION CERTIFICATION MENU                   HH:MM:SS
08/02/2000    T


                    <1>    CERTIFY ON-LINE AUTHORIZATION PROMPT

                    <2>    CERTIFY BATCH AUTHORIZATION PROMPT





                                                      ENTER SELECTION NUMBER:  2
                                                      PRESS ENTER

       F4=MENU      F5=MAIN
```

STEP 1: RESULT

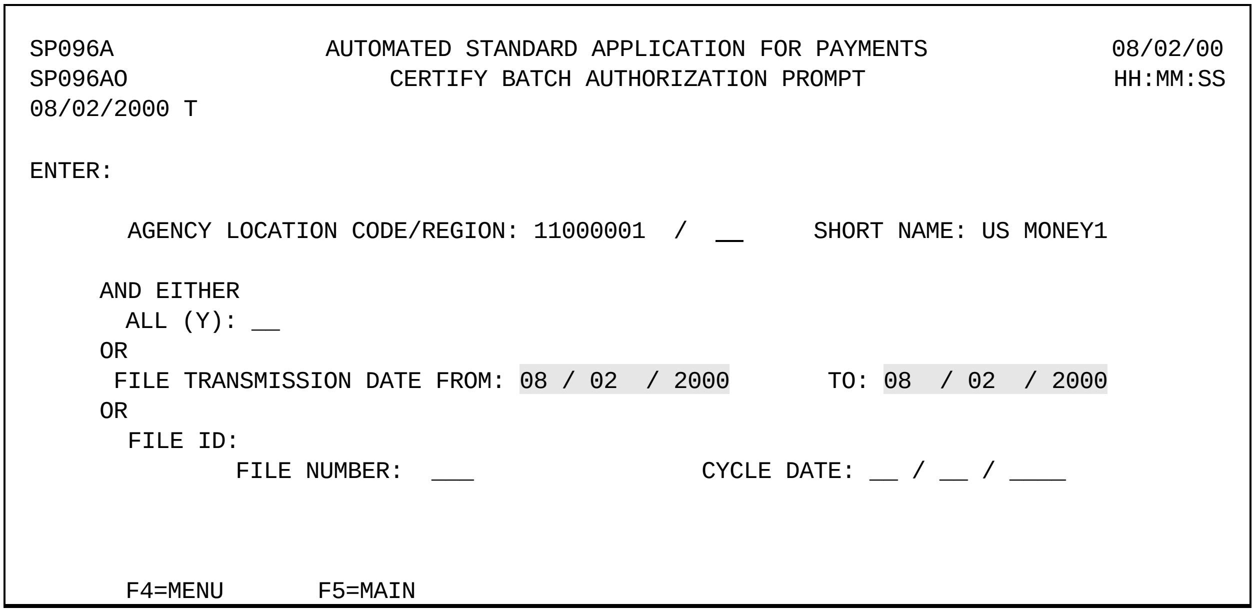
The Certify Batch Authorization Prompt screen appears.



```
SP096A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP096AO                CERTIFY BATCH AUTHORIZATION PROMPT                  HH:MM:SS
08/02/2000     T

ENTER:

      AGENCY LOCATION CODE/REGION: 11000001  /  __    SHORT NAME: US MONEY1

     AND EITHER
       ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: __  / __  / ____    TO: __  / __  / ____
     OR
       FILE ID:
               FILE NUMBER: ___                 CYCLE DATE: __ / __ / ____





       F4=MENU      F5=MAIN
```

STEP 2: ACTION

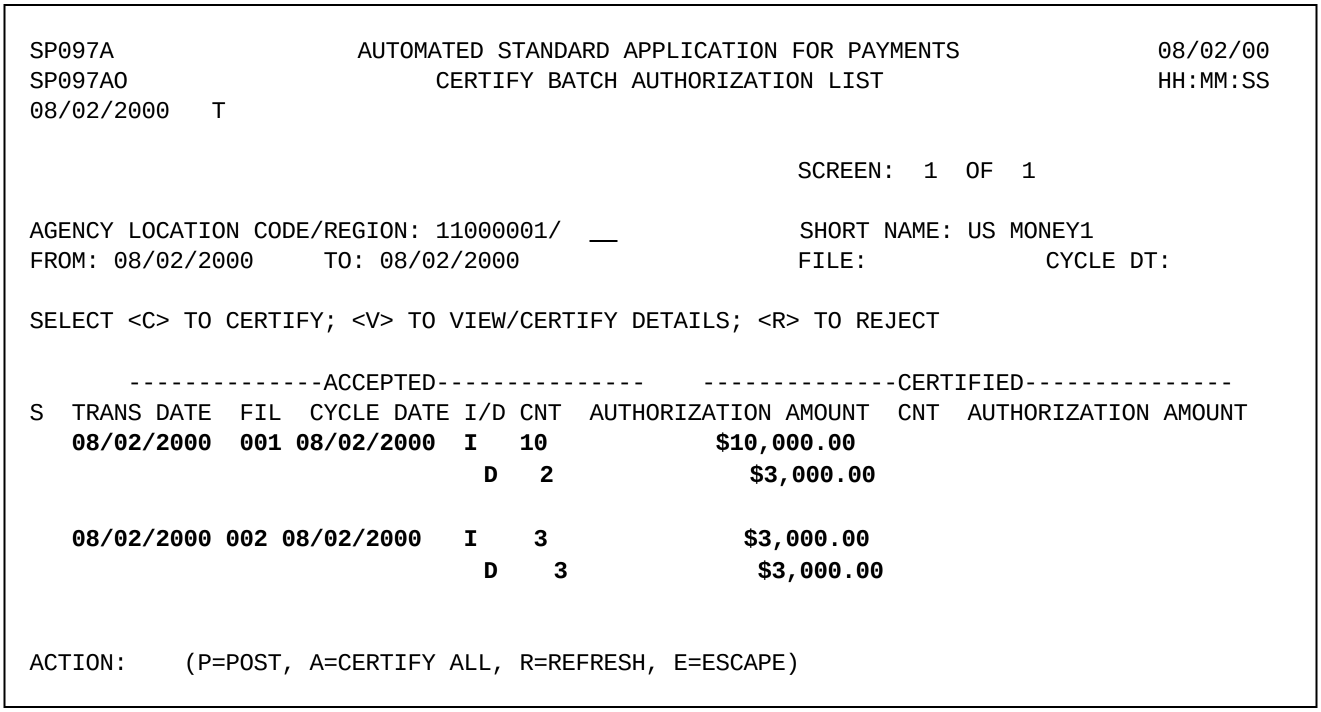
Enter a date range in the File Transmission Date From and To fields.



```
SP096A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP096AO                  CERTIFY BATCH AUTHORIZATION PROMPT                 HH:MM:SS
08/02/2000 T

ENTER:

       AGENCY LOCATION CODE/REGION: 11000001  /  __     SHORT NAME: US MONEY1

     AND EITHER
       ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: 08 / 02  / 2000       TO: 08  / 02  / 2000
     OR
       FILE ID:
               FILE NUMBER:  ___                CYCLE DATE: __ / __ / ____



       F4=MENU       F5=MAIN
```

STEP 2: RESULT

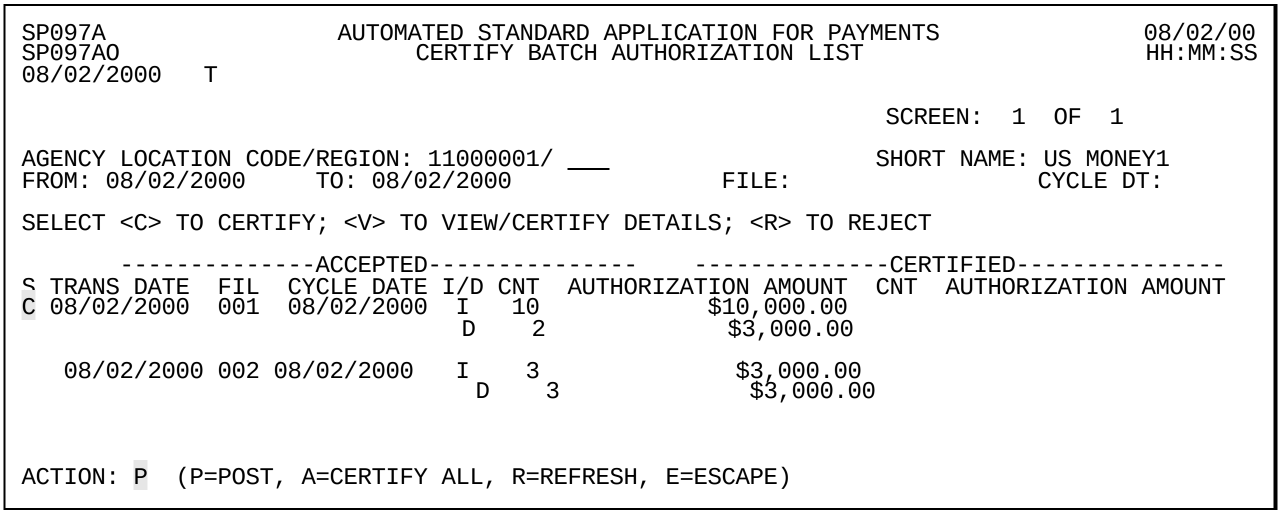
The Certify Batch Authorization List displays all uncertified batches that were transmitted to ASAP during the date range specified on the prompt.



```
SP097A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP097AO                    CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T

                                                       SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/  __             SHORT NAME: US MONEY1
FROM: 08/02/2000     TO: 08/02/2000                    FILE:            CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

       --------------ACCEPTED---------------    --------------CERTIFIED---------------
S  TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
   08/02/2000  001 08/02/2000  I   10           $10,000.00
                                D   2             $3,000.00

   08/02/2000 002 08/02/2000   I    3             $3,000.00
                                D    3             $3,000.00


ACTION:    (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

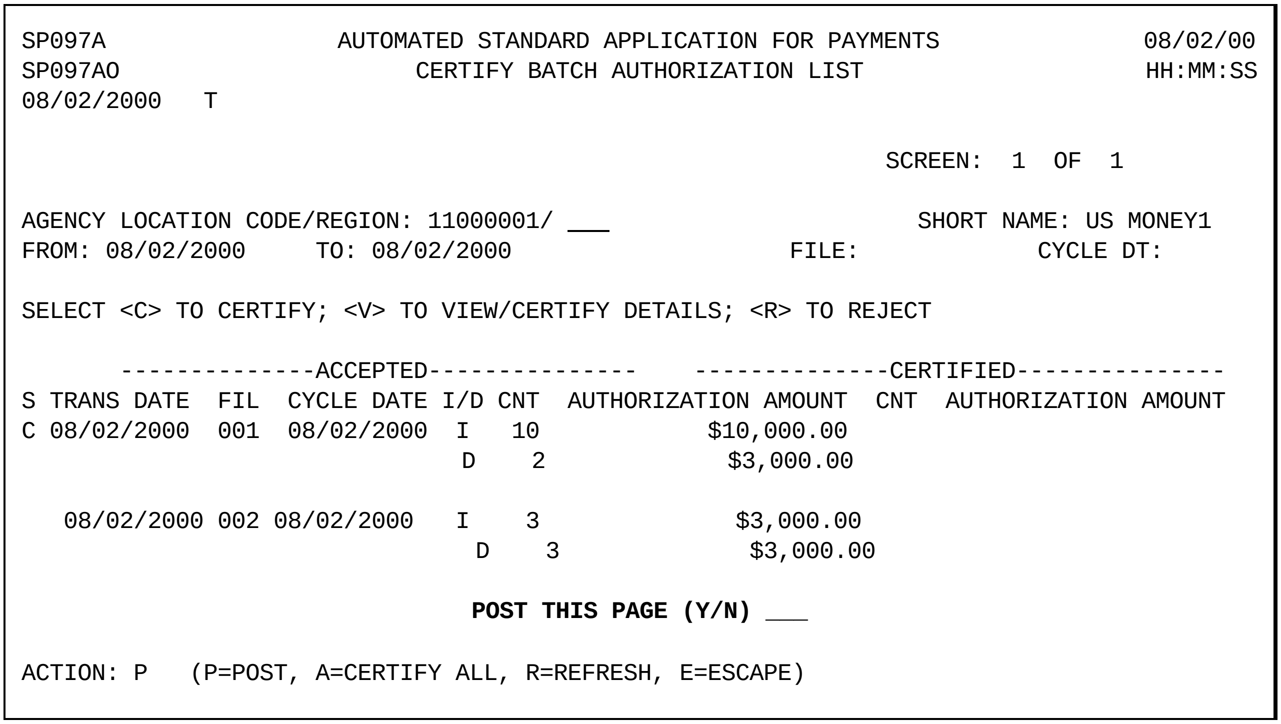
Enter a C in the Select column to certify selected batch(es). Enter a P in the Action field to Post and press Enter.



```
SP097A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                      CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T

                                                              SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/ ___                   SHORT NAME: US MONEY1
FROM: 08/02/2000     TO: 08/02/2000              FILE:                  CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

       --------------ACCEPTED---------------    --------------CERTIFIED---------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10           $10,000.00
                                D    2            $3,000.00

   08/02/2000 002 08/02/2000   I    3             $3,000.00
                                 D    3             $3,000.00


ACTION: P  (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

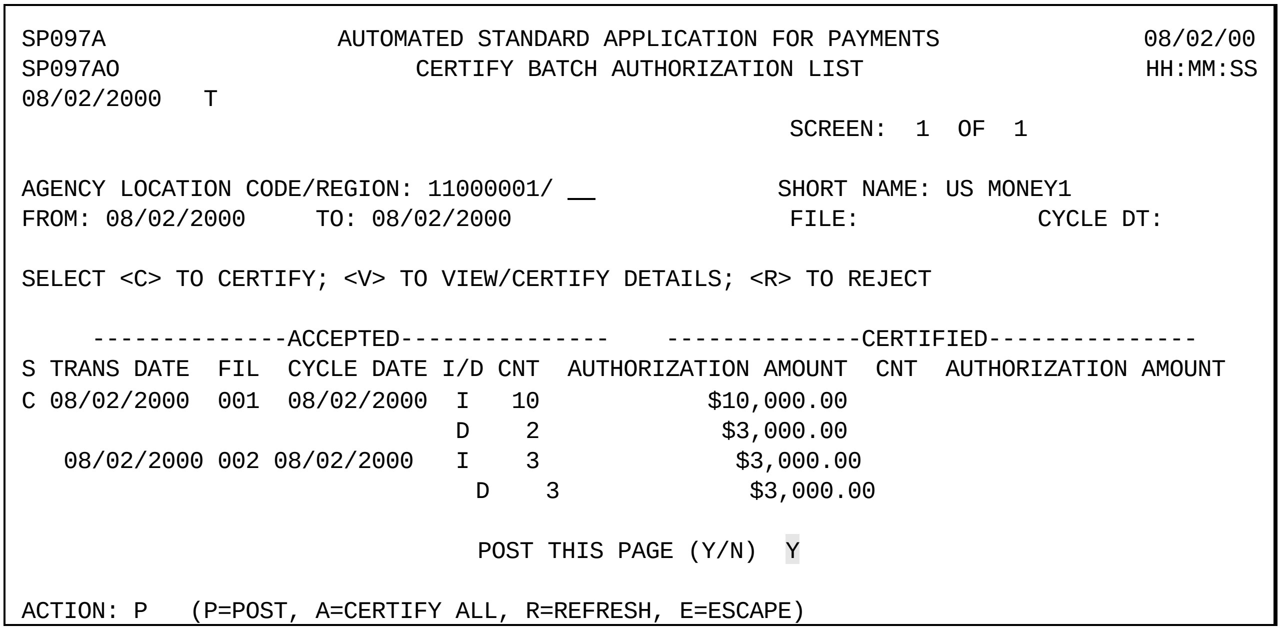
You are presented with a Post This Page (Y/N) confirmation message.



```
SP097A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                      CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T

                                                              SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/ ___                      SHORT NAME: US MONEY1
FROM: 08/02/2000     TO: 08/02/2000                   FILE:             CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

       --------------ACCEPTED---------------    --------------CERTIFIED---------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10           $10,000.00
                                D    2            $3,000.00

   08/02/2000 002 08/02/2000   I    3             $3,000.00
                                 D    3             $3,000.00

                                POST THIS PAGE (Y/N) ___

ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: ACTION

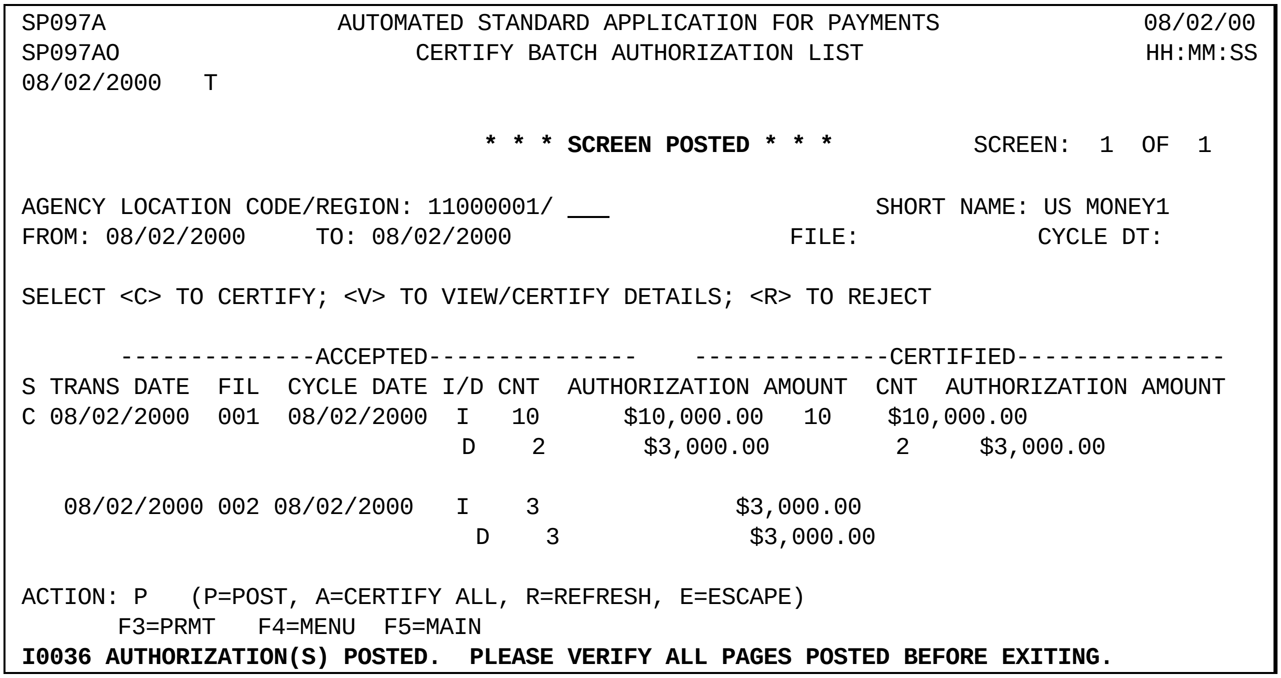
Respond Y to the Post This Page message and press Enter.



```
SP097A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                    CERTIFY BATCH AUTHORIZATION LIST                    HH:MM:SS
08/02/2000   T
                                                       SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/ __             SHORT NAME: US MONEY1
FROM: 08/02/2000     TO: 08/02/2000                    FILE:            CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

     --------------ACCEPTED---------------    --------------CERTIFIED---------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10          $10,000.00
                               D    2           $3,000.00
   08/02/2000 002 08/02/2000   I    3            $3,000.00
                                D    3            $3,000.00

                                POST THIS PAGE (Y/N)  Y

ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 4: RESULT

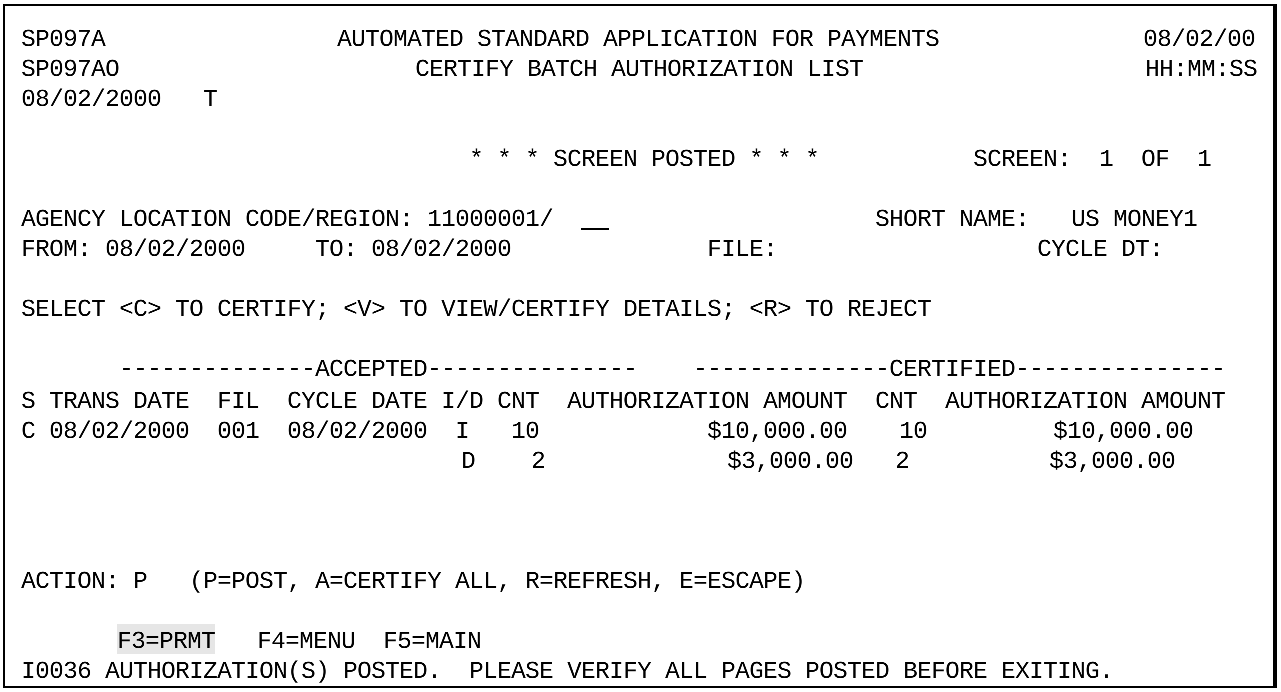
The page is posted and the selected batch(es) are certified. Please note that if the items and amounts certified that are displayed after post are different from the items and amounts accepted, you will need to check for on-line notifications on the rejected items.



```
SP097A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP097AO                    CERTIFY BATCH AUTHORIZATION LIST                    HH:MM:SS
08/02/2000   T

                                 * * * SCREEN POSTED * * *          SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/ ___                   SHORT NAME: US MONEY1
FROM: 08/02/2000     TO: 08/02/2000                    FILE:            CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

       --------------ACCEPTED---------------    --------------CERTIFIED---------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10      $10,000.00   10    $10,000.00
                                D    2       $3,000.00         2     $3,000.00

   08/02/2000 002 08/02/2000   I    3             $3,000.00
                                D    3             $3,000.00

ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
       F3=PRMT   F4=MENU  F5=MAIN
I0036 AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: ACTION

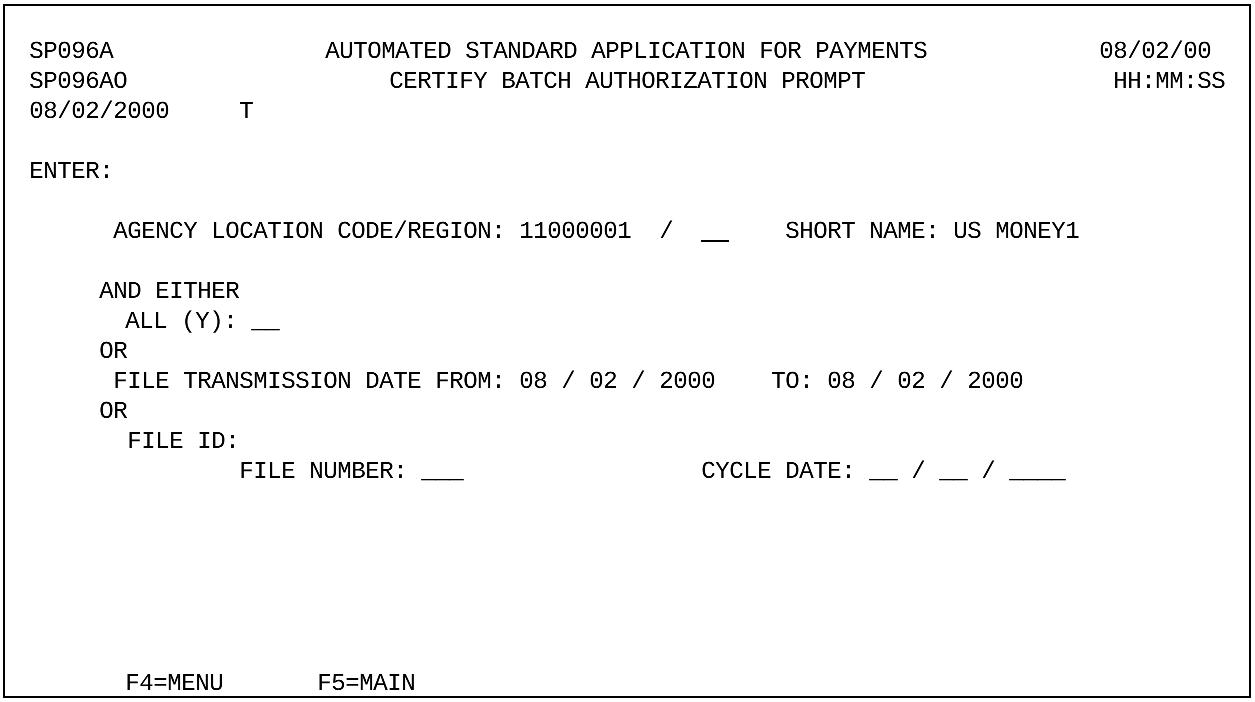
Press F3=PRMT to return to the Cerity Batch Authorization Prompt.



```
SP097A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP097AO                    CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T

                                * * * SCREEN POSTED * * *           SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/  __                    SHORT NAME:   US MONEY1
FROM: 08/02/2000     TO: 08/02/2000             FILE:                  CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

       --------------ACCEPTED---------------    --------------CERTIFIED---------------
S TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
C 08/02/2000  001  08/02/2000  I   10            $10,000.00    10         $10,000.00
                               D    2             $3,000.00   2          $3,000.00



ACTION: P   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)

       F3=PRMT   F4=MENU  F5=MAIN
I0036 AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 5: RESULT

The Certify Batch Authorization Prompt screen appears.



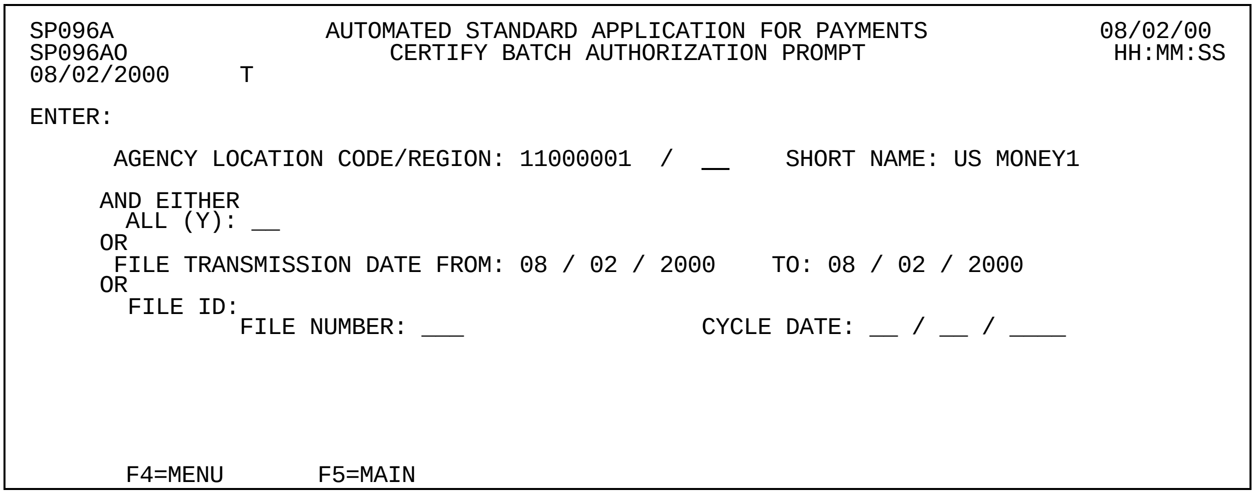
```
SP096A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP096AO                   CERTIFY BATCH AUTHORIZATION PROMPT                 HH:MM:SS
08/02/2000     T

ENTER:

      AGENCY LOCATION CODE/REGION: 11000001  /  __    SHORT NAME: US MONEY1

     AND EITHER
       ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: 08 / 02 / 2000    TO: 08 / 02 / 2000
     OR
       FILE ID:
               FILE NUMBER: ___                CYCLE DATE: __ / __ / ____





       F4=MENU      F5=MAIN
```

EXAMPLE FOUR

This example will demonstrate how to certify authorizations entered through batch at the item level.

STEP 1: ACTION

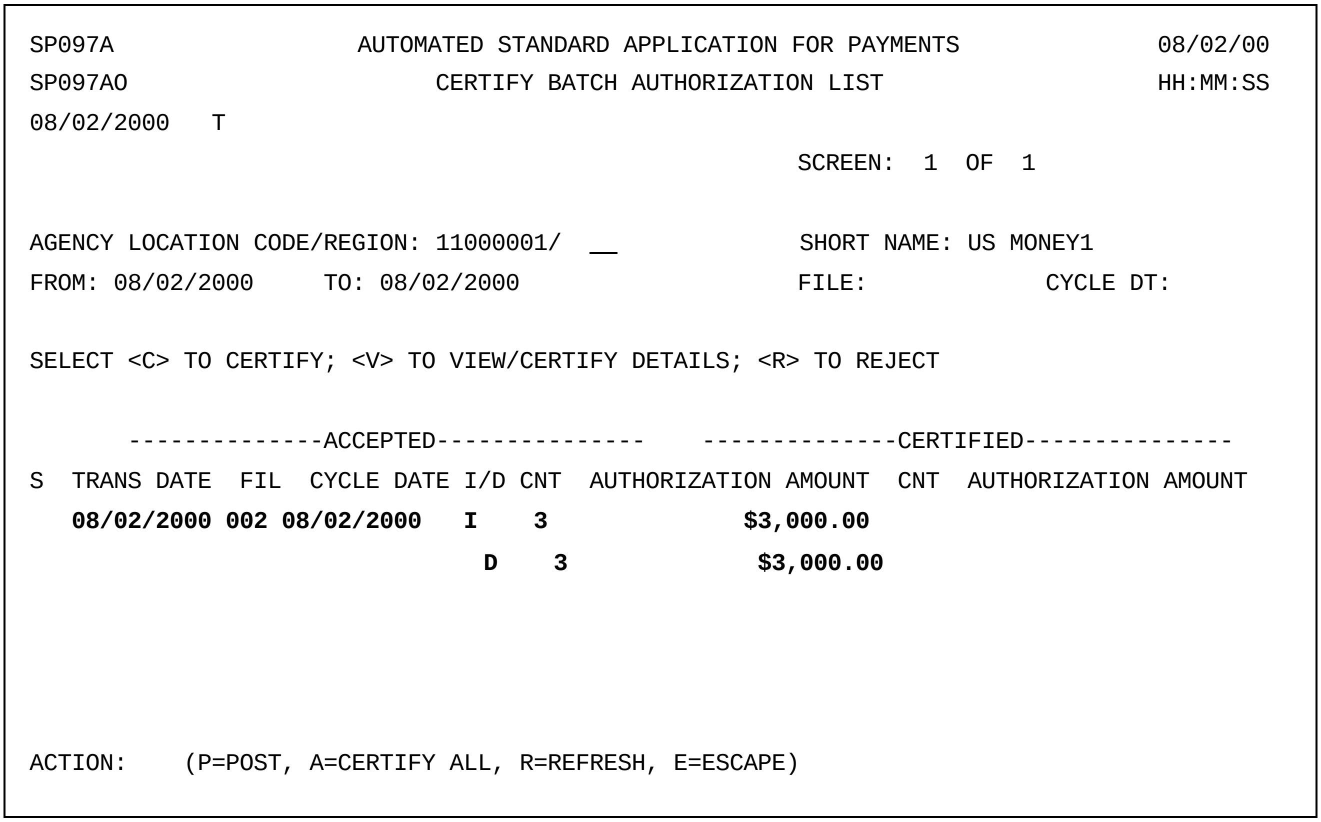
At the Certify Batch Authorization Prompt, all data previously entered has been retained. Press Enter to return to the Certify Batch Authorization List screen.



```
SP096A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP096AO                  CERTIFY BATCH AUTHORIZATION PROMPT                 HH:MM:SS
08/02/2000     T

ENTER:

      AGENCY LOCATION CODE/REGION: 11000001  /  __    SHORT NAME: US MONEY1

     AND EITHER
       ALL (Y): __
     OR
      FILE TRANSMISSION DATE FROM: 08 / 02 / 2000    TO: 08 / 02 / 2000
     OR
       FILE ID:
               FILE NUMBER: ___                 CYCLE DATE: __ / __ / ____




       F4=MENU       F5=MAIN
```

STEP 2: RESULT

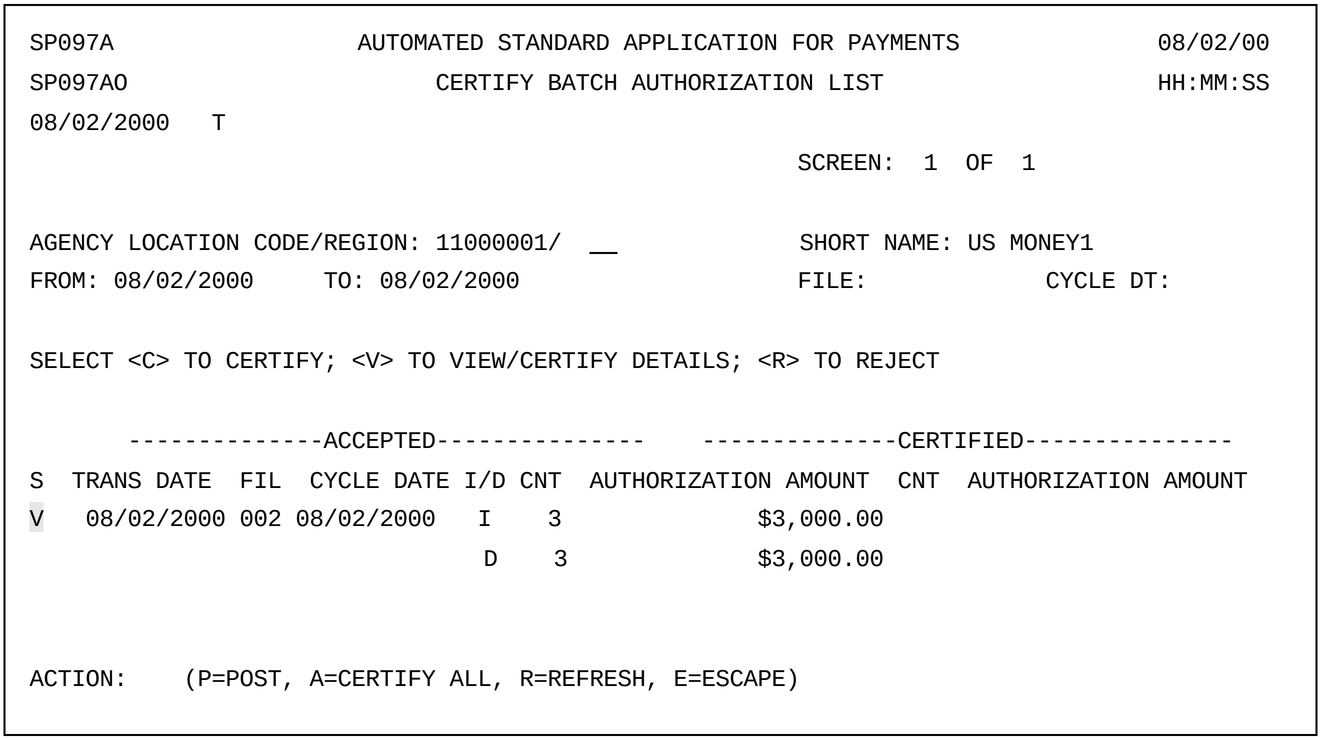
The Certify Batch Authorization List screen is displayed. Note that the screen shows only the batch that is uncertified.



```
SP097A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP097AO                     CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T
                                                       SCREEN:  1  OF  1


AGENCY LOCATION CODE/REGION: 11000001/  __             SHORT NAME: US MONEY1
FROM: 08/02/2000     TO: 08/02/2000                    FILE:            CYCLE DT:


SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT


       --------------ACCEPTED---------------    --------------CERTIFIED---------------
S  TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
   08/02/2000 002 08/02/2000   I    3             $3,000.00
                                D    3             $3,000.00






ACTION:    (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: ACTION

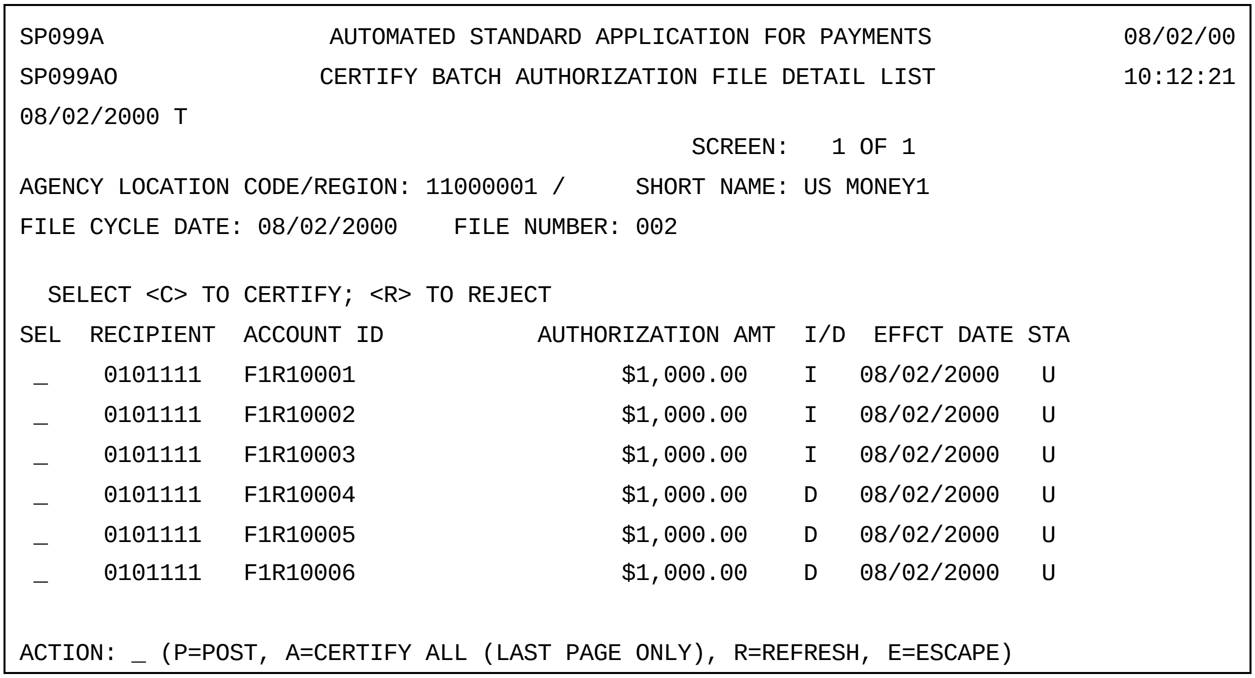
Type V to view/certify the details in the batch and press Enter.



```
SP097A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP097AO                     CERTIFY BATCH AUTHORIZATION LIST                   HH:MM:SS
08/02/2000   T
                                                       SCREEN:  1  OF  1

AGENCY LOCATION CODE/REGION: 11000001/  __             SHORT NAME: US MONEY1
FROM: 08/02/2000     TO: 08/02/2000                    FILE:             CYCLE DT:

SELECT <C> TO CERTIFY; <V> TO VIEW/CERTIFY DETAILS; <R> TO REJECT

       --------------ACCEPTED---------------    --------------CERTIFIED--------------
S  TRANS DATE  FIL  CYCLE DATE I/D CNT  AUTHORIZATION AMOUNT  CNT  AUTHORIZATION AMOUNT
V   08/02/2000 002 08/02/2000   I    3             $3,000.00
                                D    3             $3,000.00



ACTION:    (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

STEP 2: RESULT

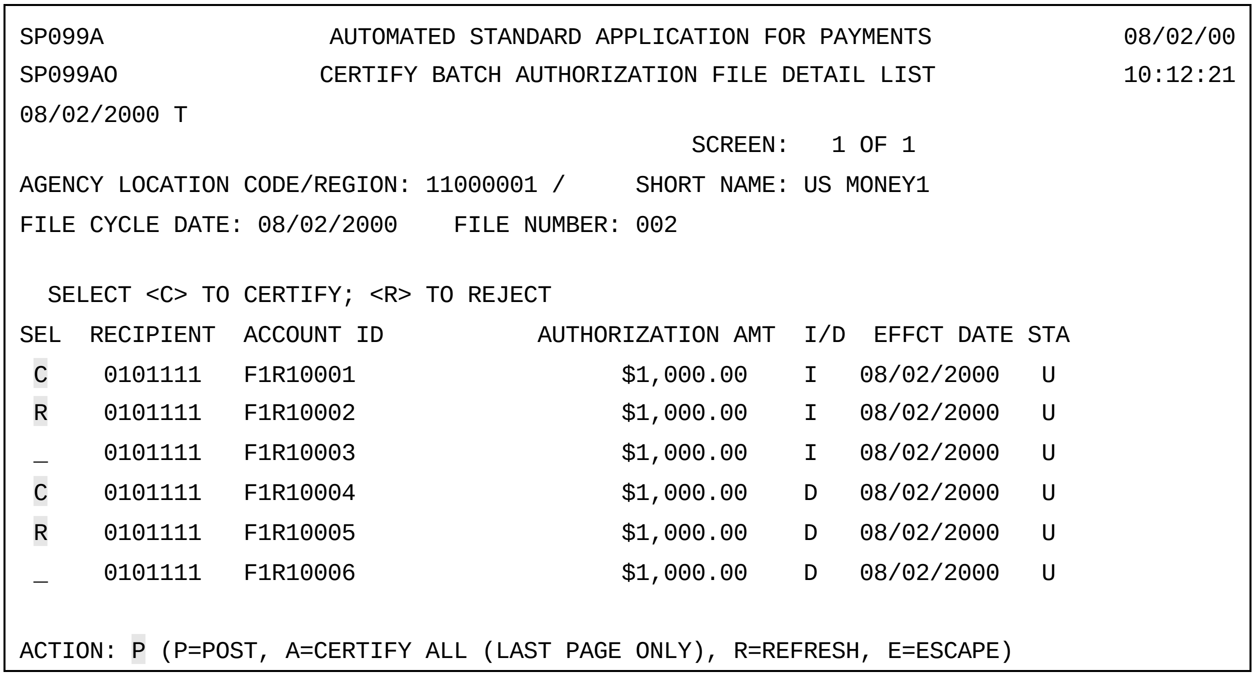
The Certify Batch Authorization File Detail List is displayed, showing you the items within the batch that are uncertified.



```
SP099A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP099AO              CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST            10:12:21
08/02/2000 T
                                                    SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000    FILE NUMBER: 002

  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL  RECIPIENT  ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFCT DATE STA
 _    0101111   F1R10001                  $1,000.00    I   08/02/2000   U
 _    0101111   F1R10002                  $1,000.00    I   08/02/2000   U
 _    0101111   F1R10003                  $1,000.00    I   08/02/2000   U
 _    0101111   F1R10004                  $1,000.00    D   08/02/2000   U
 _    0101111   F1R10005                  $1,000.00    D   08/02/2000   U
 _    0101111   F1R10006                  $1,000.00    D   08/02/2000   U

ACTION: _ (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
```

STEP 3: ACTION

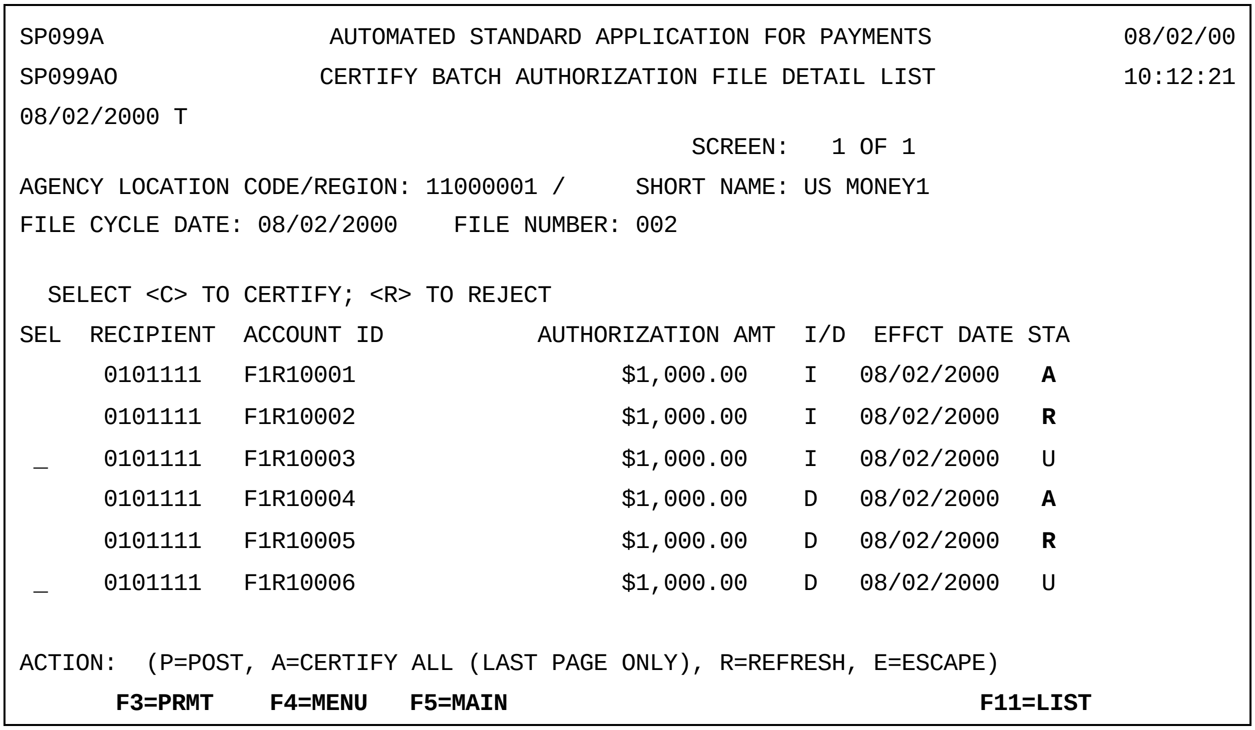
Select items to certify by indicating C in the Select column; select items to reject by indicating R in the Select column. Use Action P to Post the page. Note that you may leave some items in the batch uncertified.



```
SP099A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP099AO             CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST             10:12:21
08/02/2000 T
                                                SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000    FILE NUMBER: 002

  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL  RECIPIENT  ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFCT DATE STA
 C     0101111   F1R10001                 $1,000.00    I   08/02/2000   U
 R     0101111   F1R10002                 $1,000.00    I   08/02/2000   U
 _     0101111   F1R10003                 $1,000.00    I   08/02/2000   U
 C     0101111   F1R10004                 $1,000.00    D   08/02/2000   U
 R     0101111   F1R10005                 $1,000.00    D   08/02/2000   U
 _     0101111   F1R10006                 $1,000.00    D   08/02/2000   U

ACTION: P (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
```

STEP 3: RESULT

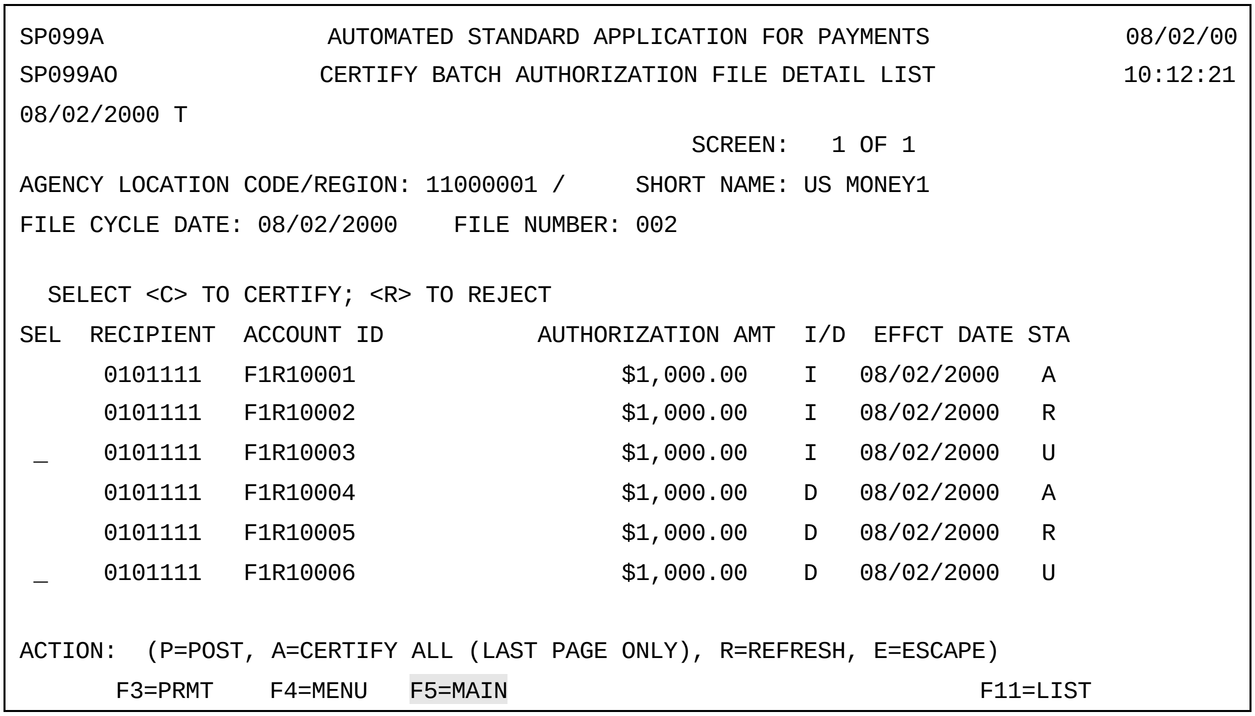
The items that you selected to be certified or rejected have their statuses updated and function keys are displayed to allow you to navigate to other screens.



```
SP099A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP099AO             CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST             10:12:21
08/02/2000 T
                                                SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000    FILE NUMBER: 002

  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL  RECIPIENT  ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFCT DATE STA
       0101111   F1R10001                 $1,000.00    I   08/02/2000   A
       0101111   F1R10002                 $1,000.00    I   08/02/2000   R
 _     0101111   F1R10003                 $1,000.00    I   08/02/2000   U
       0101111   F1R10004                 $1,000.00    D   08/02/2000   A
       0101111   F1R10005                 $1,000.00    D   08/02/2000   R
 _     0101111   F1R10006                 $1,000.00    D   08/02/2000   U

ACTION:  (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
       F3=PRMT    F4=MENU   F5=MAIN                                 F11=LIST
```

STEP 4: ACTION

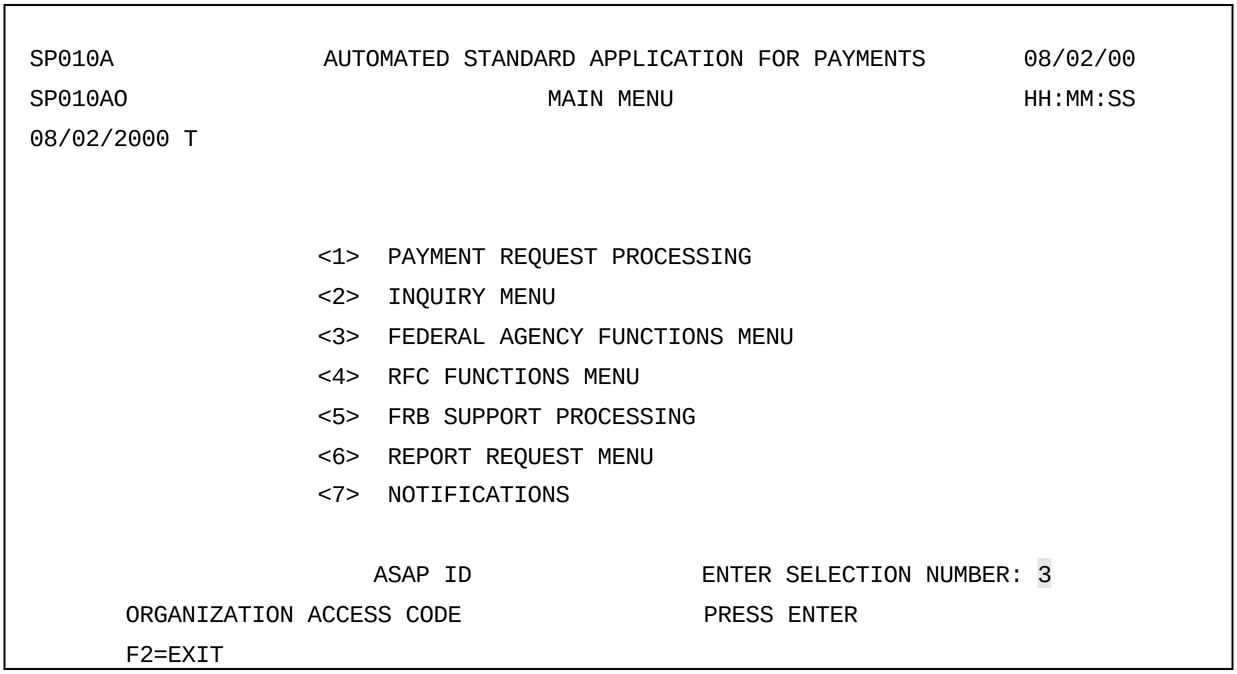
Press F5 to return to the Main Menu.



```
SP099A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP099AO            CERTIFY BATCH AUTHORIZATION FILE DETAIL LIST              10:12:21
08/02/2000 T
                                                SCREEN:   1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US MONEY1
FILE CYCLE DATE: 08/02/2000    FILE NUMBER: 002

  SELECT <C> TO CERTIFY; <R> TO REJECT
SEL  RECIPIENT  ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFCT DATE STA
      0101111   F1R10001                  $1,000.00    I   08/02/2000   A
      0101111   F1R10002                  $1,000.00    I   08/02/2000   R
 _    0101111   F1R10003                  $1,000.00    I   08/02/2000   U
      0101111   F1R10004                  $1,000.00    D   08/02/2000   A
      0101111   F1R10005                  $1,000.00    D   08/02/2000   R
 _    0101111   F1R10006                  $1,000.00    D   08/02/2000   U

ACTION:  (P=POST, A=CERTIFY ALL (LAST PAGE ONLY), R=REFRESH, E=ESCAPE)
       F3=PRMT    F4=MENU   F5=MAIN                                   F11=LIST
```

STEP 4: RESULT

The Main Menu is displayed.



```
SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                             MAIN MENU                         HH:MM:SS
08/02/2000 T



                     <1>  PAYMENT REQUEST PROCESSING
                     <2>  INQUIRY MENU
                     <3>  FEDERAL AGENCY FUNCTIONS MENU
                     <4>  RFC FUNCTIONS MENU
                     <5>  FRB SUPPORT PROCESSING
                     <6>  REPORT REQUEST MENU
                     <7>  NOTIFICATIONS

                         ASAP ID               ENTER SELECTION NUMBER: 3
       ORGANIZATION ACCESS CODE                PRESS ENTER
       F2=EXIT
```

CHAPTER 6:

SETTING AGENCY REVIEW/ MAXIMUM DRAW AMOUNTS

PURPOSE

In this chapter, you will learn how to set agency review and maximum draw amounts for accounts that you have created.

REVIEW

You create or build an account in ASAP by adding a profile for that account. In order to do the examples in this chapter, you will need to build four accounts for one Recipient Organization and two accounts for a different Recipient Organization. See Chapter 3.

AGENCY & SYSTEM REVIEW FUNCTIONS

After the account profile has been entered and posted, you may choose to use one of the following options from the Account Functions Menu:

- **Maximum Draw Amount Prompt**: The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw amounts for some or all of its accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.

- **Agency Review Criteria Prompt**: The Federal Agency may set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The threshold can apply to a single account, all the accounts for a single Recipient Organization, or all the accounts established by your agency.

GUIDANCE FOR INVOKING AGENCY REVIEW FUNCTIONS IN ASAP

The Agency Review features were developed in ASAP to provide a mechanism for Federal Agencies to better control Federal domestic assistance cash outlays for cash management purposes.

Federal Agencies are responsible for monitoring the ASAP accounts, performing cash management of funds, and taking the appropriate actions necessary to ensure the proper use of the accounts by the user organizations.

In evaluating the implementation of Agency Review and Maximum Draw Amounts, FMS recognized that Federal Agencies need to balance controlling cash outlays and ensuring compliance with grant awards, with the Cash Management Improvement Act and Treasury / State Agreements.

This Guidance is intended to assist Federal Agencies and Recipient Organizations in evaluating ASAP account transactions for compliance with good cash management practices.

Purpose - Agency Review and Maximum Draw Amounts are recommended for use at a Federal Agency's discretion for situations related to non-compliance with proper cash management and reporting requirements. Notification must be sent to the Recipient Organization prior to implementation.

1. Federal Agencies are responsible for managing grant programs. Since they have the responsibility of assuring compliance with good cash management practices, each Federal Agency will define the circumstances under which Agency Review and Maximum Draw Amounts are invoked. Consideration factors could include, but not be limited to, the dollar value of the grant award and the history of cash management performance by the Recipient Organization.

2. Both features are considered extreme measures to be instituted as a last resort for grantees. Federal Agencies should have extensive discussions with the Recipient Organization prior to any decision to place an account on Agency Review or Maximum Draw.

3. When invoking Agency Review features, the Federal Agency must regularly and routinely log on to ASAP throughout the day to review payment requests.

Notification - Federal Agencies must insure that Recipient Organizations receive notification 30 days prior to invoking Agency Review or Maximum Draw.

1. The notice will include, at a minimum, the date of the notice, the specific reasons why the Recipient Organization will be placed on Agency Review, the date the Agency Review feature will be invoked, the name and address of the Federal Agency authorizing official, and the name and phone number of a Federal Agency contact.

2. The notification will be sent to the primary contacts identified in the Recipient Organization and Payment Requestor profiles in the ASAP system.

3. Recipient Organization appeals related to the decision should be in writing and addressed to the Federal Agency authorizing official.

4. When Agency Review or Maximum Draw Amounts are invoked for an ASAP account; the ASAP system automatically generates an immediate system notification to the recipient organization advising the Agency Review and/or Maximum Draw Amount feature is in effect. Any changes to an Agency Review or Maximum Draw Amount parameter will also generate an ASAP system notification.

CMIA Implications - Federal Agencies who plan to use Agency Review and Maximum Draw Amounts shall be mindful of the Cash Management Improvement Act and regulations, the associated Treasury/State Agreements, grant award documents, the general financial positions of their recipients, and the relative fiscal impacts.

1. Timeliness of reviews by Federal Agencies is critical in order to minimize payment delays for recipients and avoid CMIA interest liabilities. Federal interest liabilities will accrue if payment delays result from the use of Agency Review.

2. States must submit specific documentation to support all Federal interest liability claims resulting from the use of Agency Review and/or Maximum Draw Amounts.

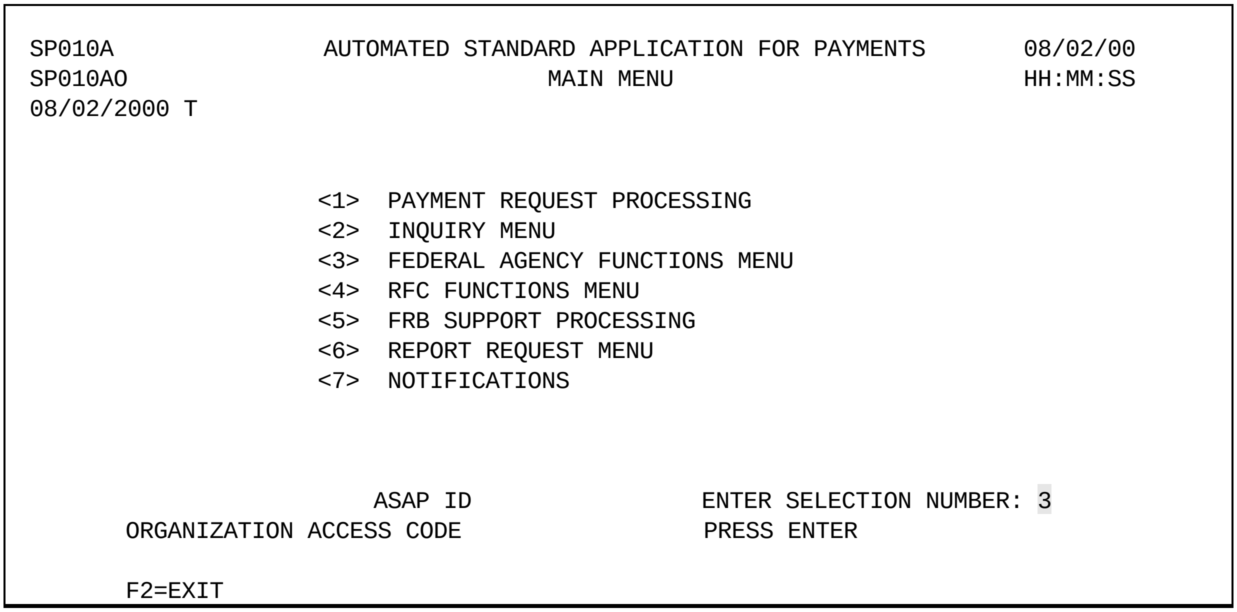
Time frame - Federal Agencies should review their decision to place Recipient Organizations under maximum draw and/or agency review every 90 days to determine the need to continue. If a Federal Agency decides to invoke these features for another 90-day period, it must notify the Recipient Organization at least 10 days prior to the end of each 90-day period.

GETTING STARTED

Each of the sections in this chapter begins at the Account Functions Menu screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each section. Rather, they appear on the following pages.

STEP 1: ACTION

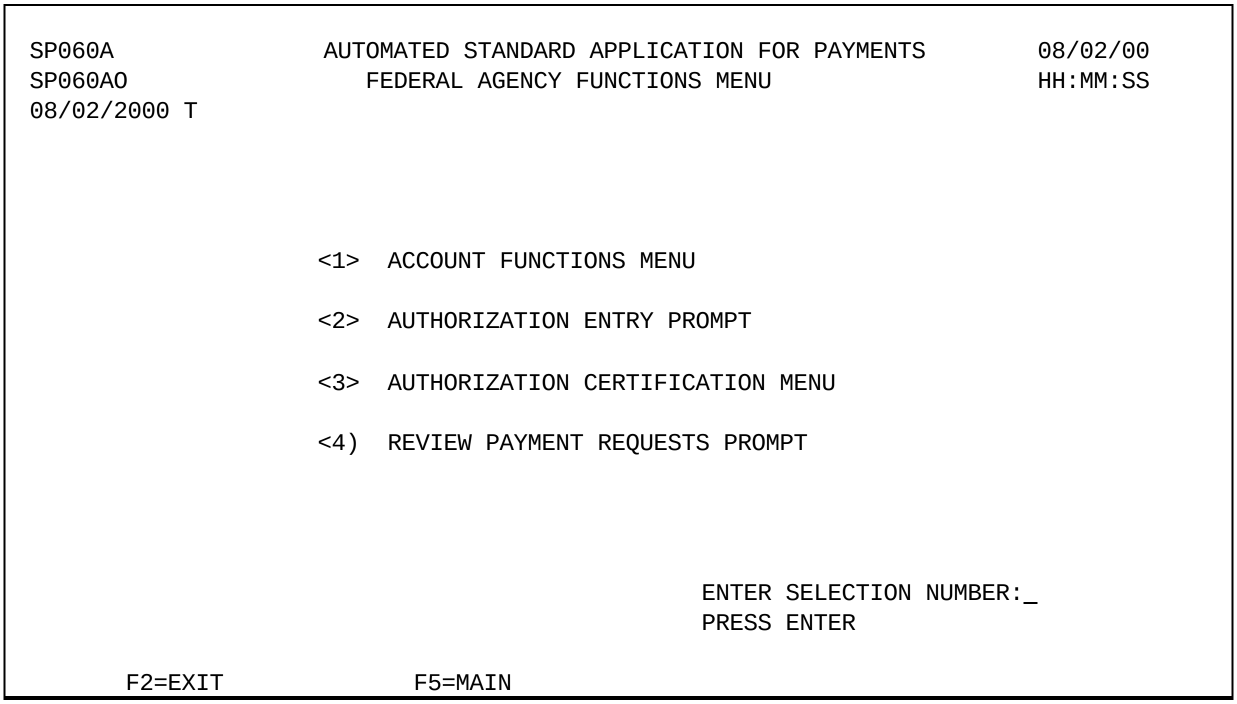
From the ASAP Main Menu, type 3 for the Federal Agency Functions Menu option and press Enter.



```
SP010A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                              MAIN MENU                         HH:MM:SS
08/02/2000 T



                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS



                         ASAP ID                ENTER SELECTION NUMBER: 3
       ORGANIZATION ACCESS CODE                 PRESS ENTER

       F2=EXIT
```

STEP 1: RESULT

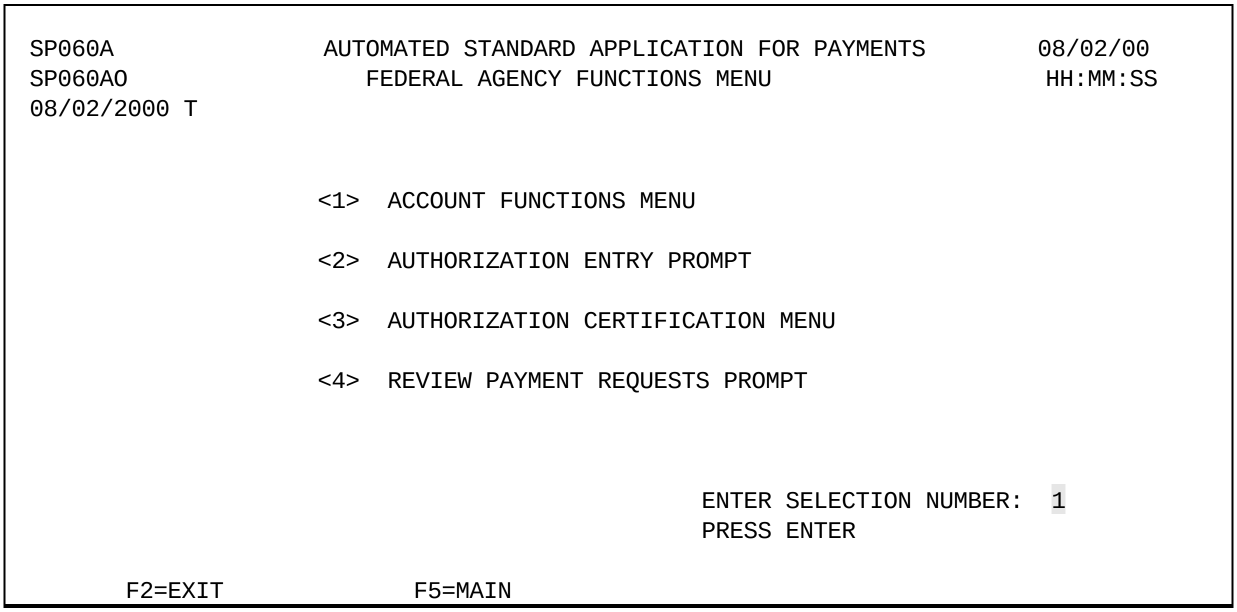
The Federal Agency Functions Menu appears.



```
SP060A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                 FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4)  REVIEW PAYMENT REQUESTS PROMPT




                                                ENTER SELECTION NUMBER:_
                                                PRESS ENTER

       F2=EXIT             F5=MAIN
```

STEP 2: ACTION

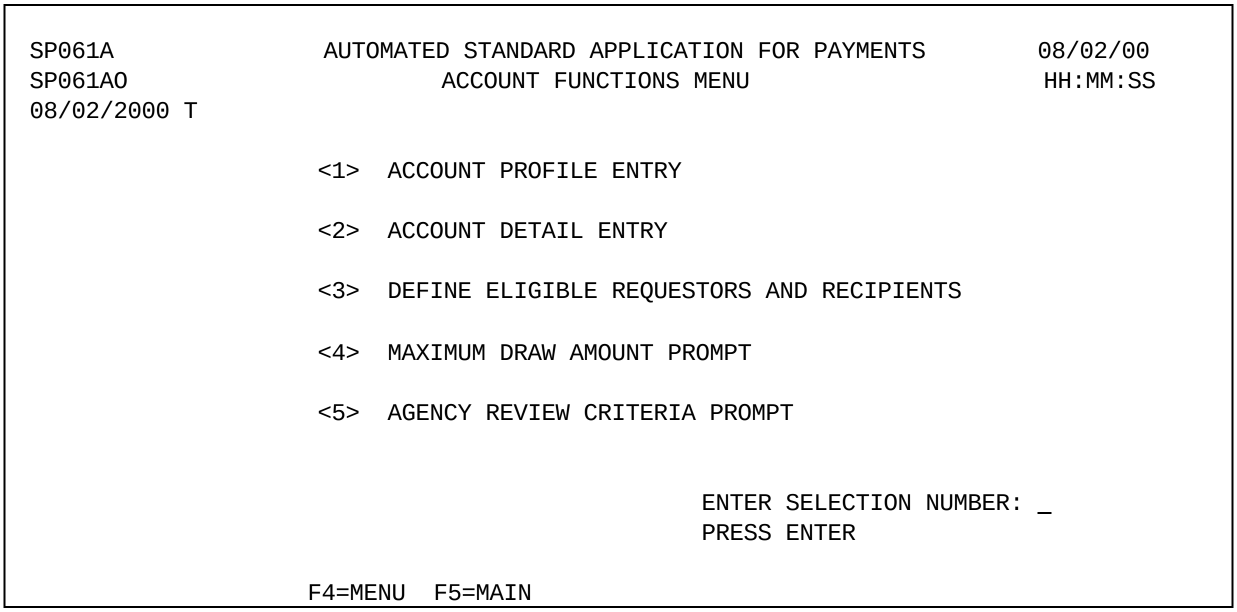
On the Federal Agency Functions Menu, select option 1 for the Account Functions Menu and press Enter.



```
SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP060AO                FEDERAL AGENCY FUNCTIONS MENU                  HH:MM:SS
08/02/2000 T


                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4>  REVIEW PAYMENT REQUESTS PROMPT



                                           ENTER SELECTION NUMBER:  1
                                           PRESS ENTER

       F2=EXIT              F5=MAIN
```

STEP 2: RESULT

The Account Functions Menu appears.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                    HH:MM:SS
08/02/2000 T

                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5>  AGENCY REVIEW CRITERIA PROMPT


                                           ENTER SELECTION NUMBER: _
                                           PRESS ENTER

                    F4=MENU  F5=MAIN
```

SECTION 6.1
SETTING MAXIMUM DRAW AMOUNTS

Using the Maximum Draw feature we will set daily, monthly, quarterly and/or total draw amounts for two accounts. When these limits are exceeded by a payment requestor, the ASAP system will reject the payment request. Maximum Draw Amounts can be applied to 1031 accounts. Affected Payment Requestors and Recipient Organizations should be notified by the Federal Agency when a Maximum Draw Amount has been placed on an ASAP Account.

If you approve a warehoused payment request for one of your recipients and set a Maximum Draw Amount after the approval but before the payment is made, that amount will not be added to the calculations for the Maximum Draw Amount.

The following function key appears on the Maximum Draw Amount Entry screen when it is appropriate to take the action:

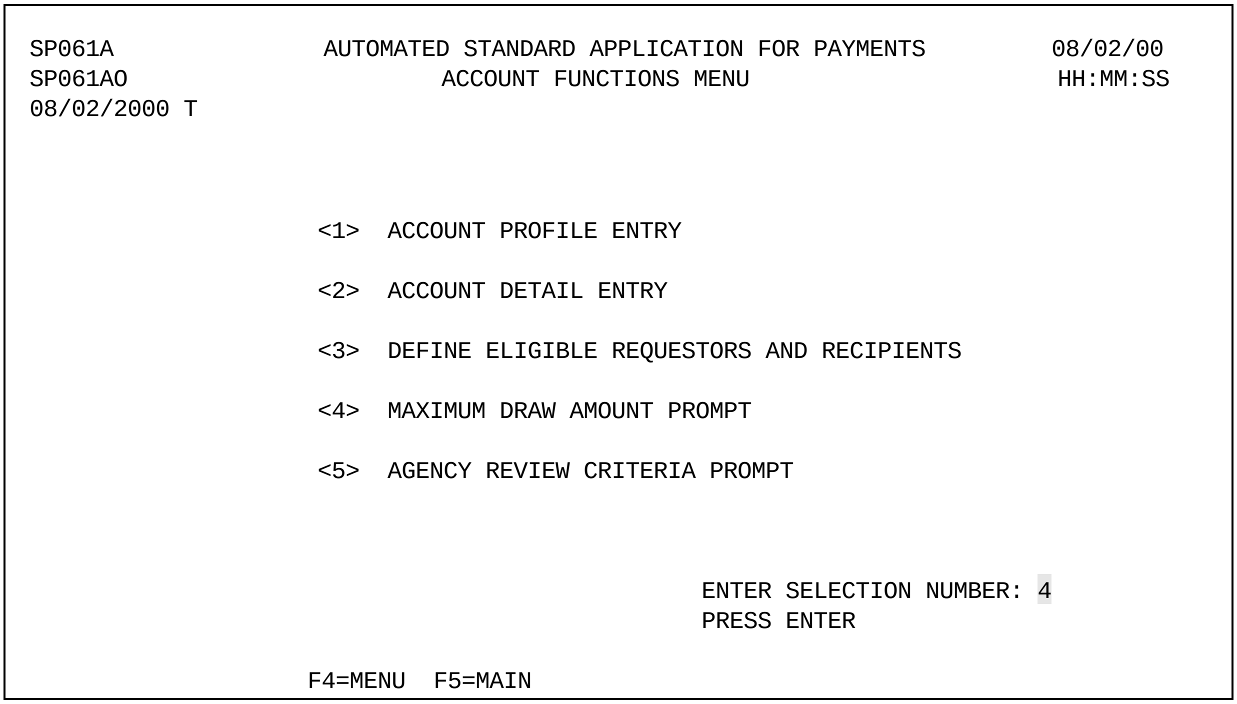
F11=LIST	Returns you to the Maximum Draw Amount Recipient List screen.

SCREEN ACTIONS

The maximum draw function allows the Federal Agency to **ADD** a maximum draw amount to an account and **CHANGE** or **DELETE** existing maximum draw amounts. You simply specify which action you wish to perform, add the amount, if appropriate, and press **P** for post on the Maximum Draw Amount Entry screen. In all cases, the Federal Agency may **only** perform these actions on those accounts containing **its own** ALC/Region. Updates to the database are immediate and are confirmed via screen message.

STEP 1: ACTION

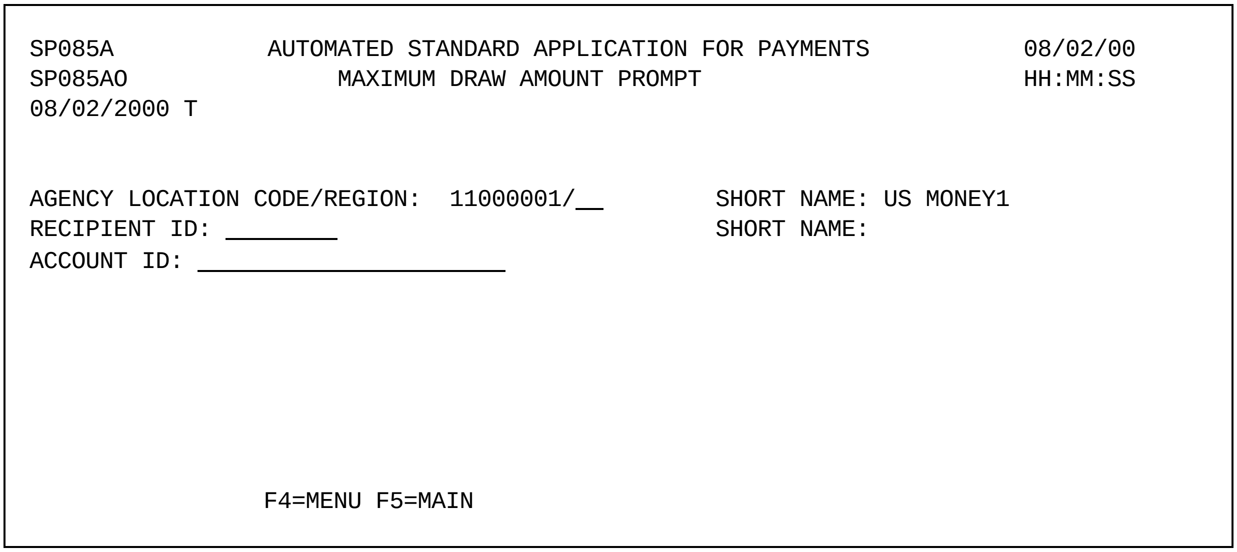
On the Account Functions Menu, type 4 for Maximum Draw Amount and press Enter.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                      HH:MM:SS
08/02/2000 T



                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5>  AGENCY REVIEW CRITERIA PROMPT


                                           ENTER SELECTION NUMBER: 4
                                           PRESS ENTER

                   F4=MENU  F5=MAIN
```

STEP 1: RESULT

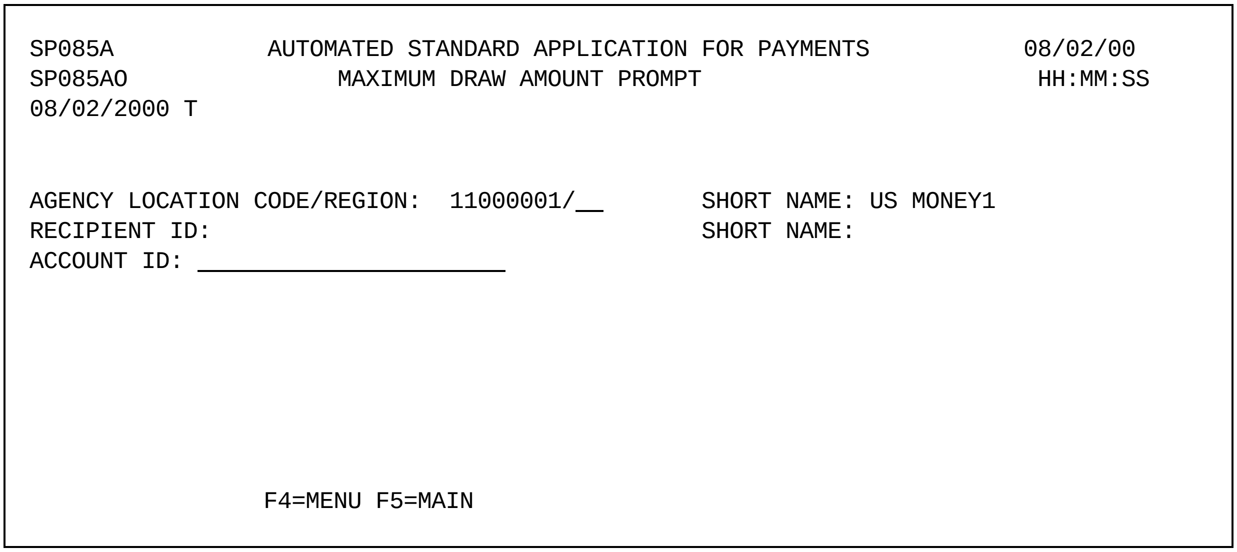
The Maximum Draw Amount Prompt screen appears.



```
SP085A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP085AO              MAXIMUM DRAW AMOUNT PROMPT                       HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION:  11000001/__        SHORT NAME: US MONEY1
RECIPIENT ID: ________                           SHORT NAME:
ACCOUNT ID: ______________________






                F4=MENU F5=MAIN
```

STEP 2: ACTION

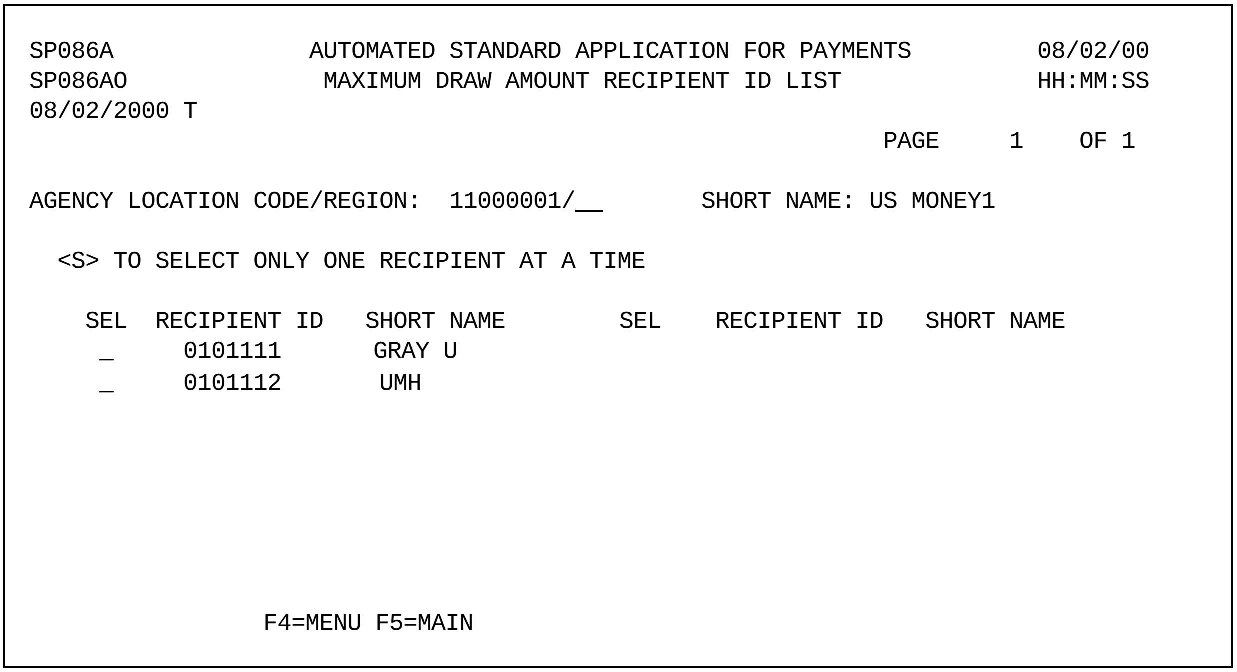
You have the option of hitting Enter to select a recipient from a list of all your recipients or of entering a Recipient ID to go right to a list of the accounts assigned to that recipient. We will hit Enter.



```
SP085A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP085AO               MAXIMUM DRAW AMOUNT PROMPT                        HH:MM:SS
08/02/2000 T


AGENCY LOCATION CODE/REGION:  11000001/__       SHORT NAME: US MONEY1
RECIPIENT ID:                                   SHORT NAME:
ACCOUNT ID: ______________________









                 F4=MENU F5=MAIN
```

STEP 2: RESULT

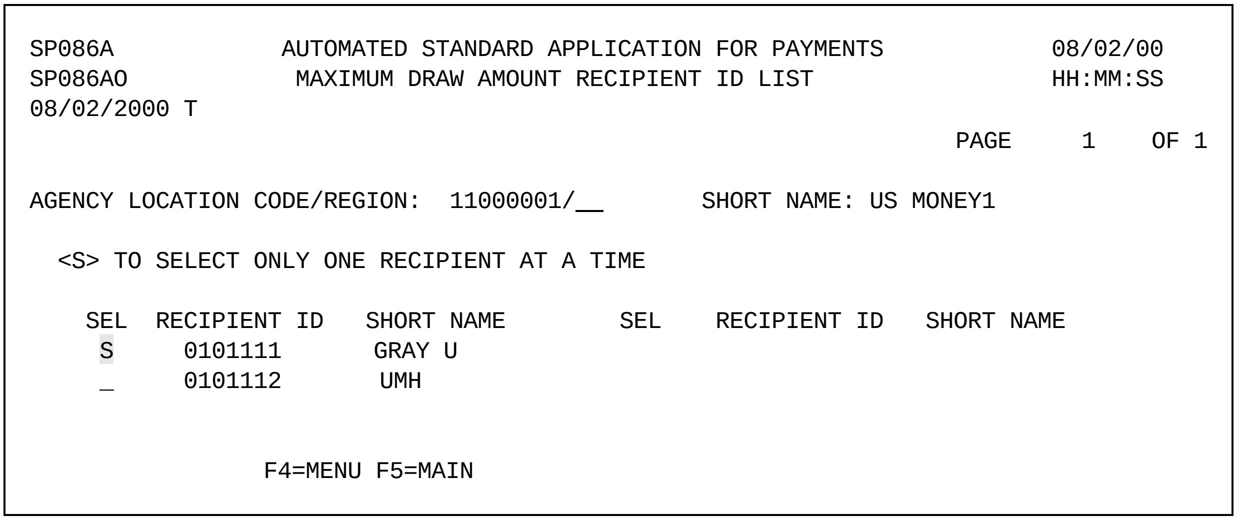
The Maximum Draw Amount Recipient ID List screen appears.



```
SP086A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP086AO              MAXIMUM DRAW AMOUNT RECIPIENT ID LIST              HH:MM:SS
08/02/2000 T
                                                             PAGE     1    OF 1

AGENCY LOCATION CODE/REGION:  11000001/__       SHORT NAME: US MONEY1

  <S> TO SELECT ONLY ONE RECIPIENT AT A TIME

    SEL  RECIPIENT ID   SHORT NAME        SEL    RECIPIENT ID   SHORT NAME
     _     0101111      GRAY U
     _     0101112       UMH








                 F4=MENU F5=MAIN
```

STEP 3: ACTION

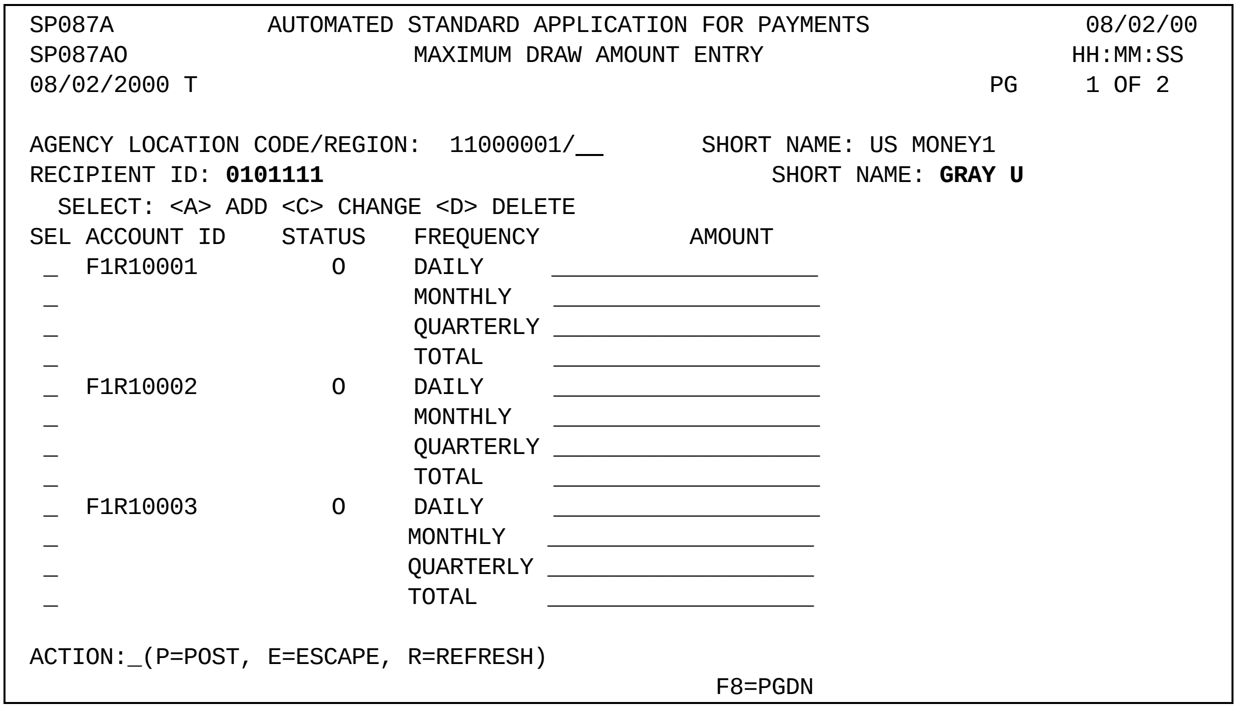
Type an **S** in the **SEL** (Select) column next to the recipient for which you wish to set a maximum draw amount and press Enter.



```
SP086A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP086AO            MAXIMUM DRAW AMOUNT RECIPIENT ID LIST                 HH:MM:SS
08/02/2000 T
                                                                  PAGE     1    OF 1

AGENCY LOCATION CODE/REGION:  11000001/__       SHORT NAME: US MONEY1

  <S> TO SELECT ONLY ONE RECIPIENT AT A TIME

    SEL  RECIPIENT ID   SHORT NAME        SEL    RECIPIENT ID   SHORT NAME
     S     0101111      GRAY U
     _     0101112       UMH


                 F4=MENU F5=MAIN
```

STEP 3: RESULT

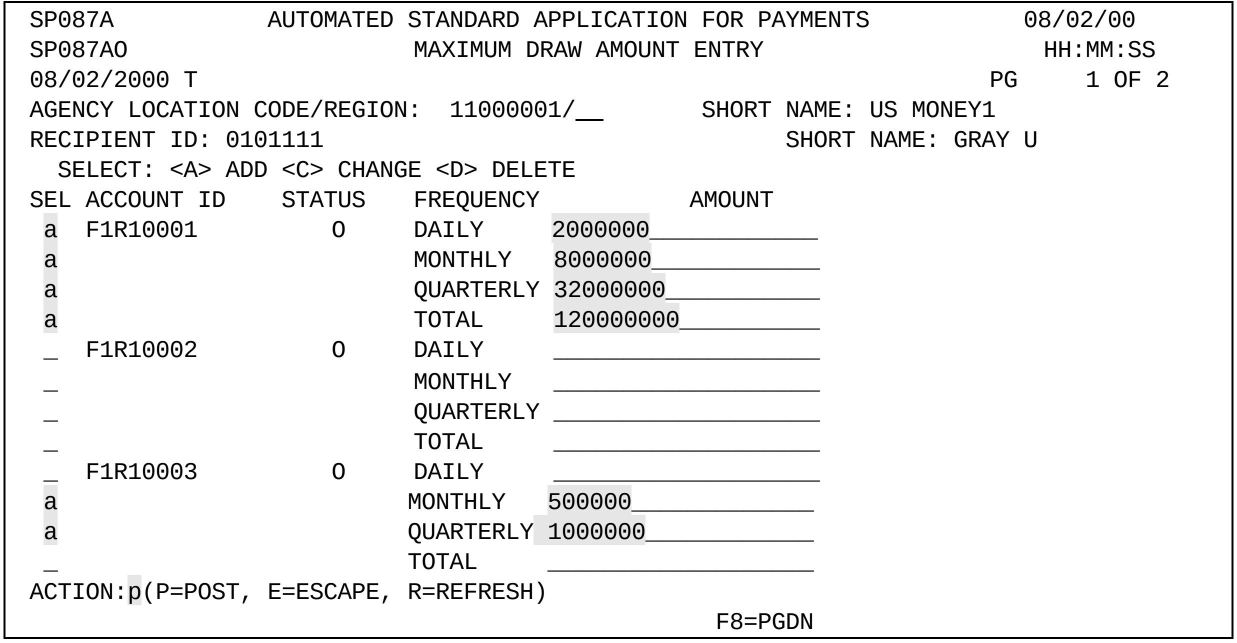
The Maximum Draw Amount Entry screen appears.



```
SP087A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS               08/02/00
SP087AO                    MAXIMUM DRAW AMOUNT ENTRY                      HH:MM:SS
08/02/2000 T                                                        PG     1 OF 2

AGENCY LOCATION CODE/REGION:  11000001/__       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
  SELECT: <A> ADD <C> CHANGE <D> DELETE
SEL ACCOUNT ID    STATUS    FREQUENCY          AMOUNT
 _  F1R10001         O      DAILY     ___________________
 _                          MONTHLY   ___________________
 _                          QUARTERLY ___________________
 _                          TOTAL     ___________________
 _  F1R10002         O      DAILY     ___________________
 _                          MONTHLY   ___________________
 _                          QUARTERLY ___________________
 _                          TOTAL     ___________________
 _  F1R10003         O      DAILY     ___________________
 _                          MONTHLY   ___________________
 _                          QUARTERLY ___________________
 _                          TOTAL     ___________________

ACTION:_(P=POST, E=ESCAPE, R=REFRESH)
                                                 F8=PGDN
```

STEP 4: ACTION

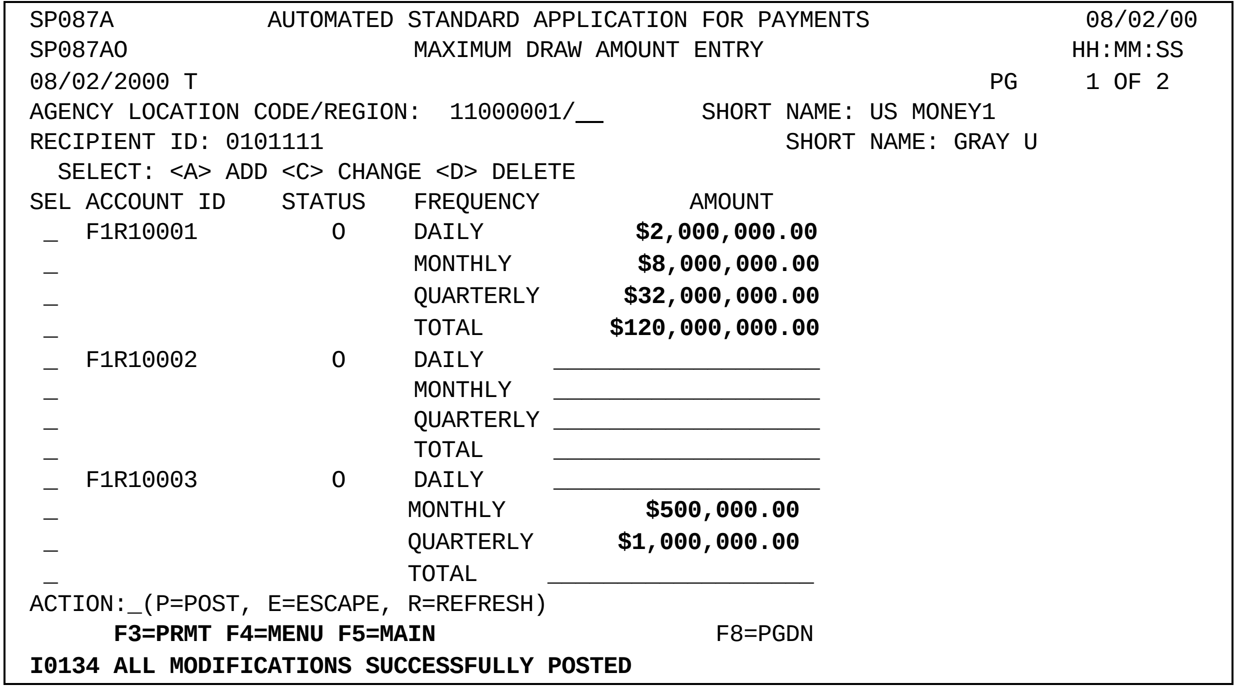
Enter A in the **S** (Select) column next to the **ACCOUNT IDs** and **FREQUENCIES** against which you wish to place Maximum Draw amounts. Complete the amount column. Type a **P** in the **ACTION** field and press Enter to post the account details.



```
SP087A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP087AO                   MAXIMUM DRAW AMOUNT ENTRY                    HH:MM:SS
08/02/2000 T                                                     PG     1 OF 2
AGENCY LOCATION CODE/REGION:  11000001/__       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                 SHORT NAME: GRAY U
  SELECT: <A> ADD <C> CHANGE <D> DELETE
SEL ACCOUNT ID    STATUS    FREQUENCY          AMOUNT
 a  F1R10001         O      DAILY     2000000____________
 a                          MONTHLY   8000000____________
 a                          QUARTERLY 32000000___________
 a                          TOTAL     120000000__________
 _  F1R10002         O      DAILY     ___________________
 _                          MONTHLY   ___________________
 _                          QUARTERLY ___________________
 _                          TOTAL     ___________________
 _  F1R10003         O      DAILY     ___________________
 a                          MONTHLY   500000_____________
 a                          QUARTERLY 1000000____________
 _                          TOTAL     ___________________
ACTION:p(P=POST, E=ESCAPE, R=REFRESH)
                                                 F8=PGDN
```

STEP 4: RESULT

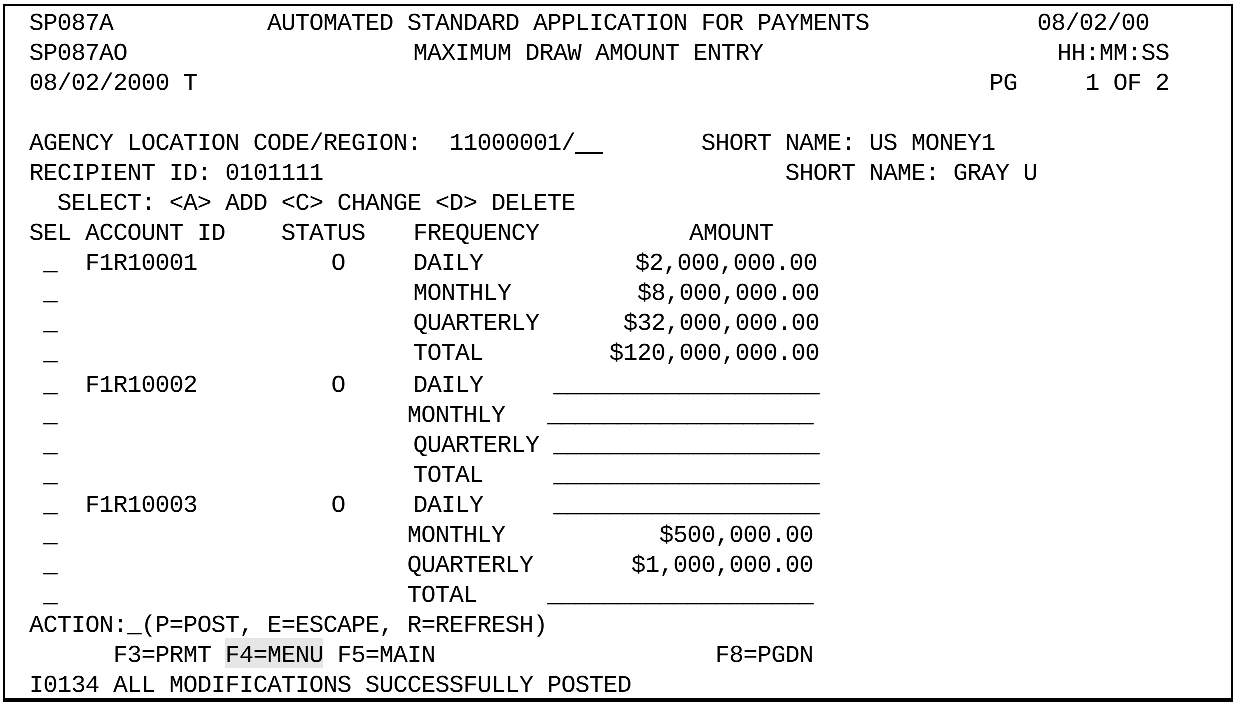
You have successfully added Maximum Draw amounts to two accounts. The information you entered is displayed.



```
SP087A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP087AO                   MAXIMUM DRAW AMOUNT ENTRY                      HH:MM:SS
08/02/2000 T                                                     PG     1 OF 2
AGENCY LOCATION CODE/REGION:  11000001/__       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                 SHORT NAME: GRAY U
  SELECT: <A> ADD <C> CHANGE <D> DELETE
SEL ACCOUNT ID    STATUS    FREQUENCY          AMOUNT
 _  F1R10001         O      DAILY          $2,000,000.00
 _                          MONTHLY        $8,000,000.00
 _                          QUARTERLY     $32,000,000.00
 _                          TOTAL        $120,000,000.00
 _  F1R10002         O      DAILY     ___________________
 _                          MONTHLY   ___________________
 _                          QUARTERLY ___________________
 _                          TOTAL     ___________________
 _  F1R10003         O      DAILY     ___________________
 _                          MONTHLY          $500,000.00
 _                          QUARTERLY      $1,000,000.00
 _                          TOTAL     ___________________
ACTION:_(P=POST, E=ESCAPE, R=REFRESH)
      F3=PRMT F4=MENU F5=MAIN                    F8=PGDN
I0134 ALL MODIFICATIONS SUCCESSFULLY POSTED
```

STEP 5: ACTION

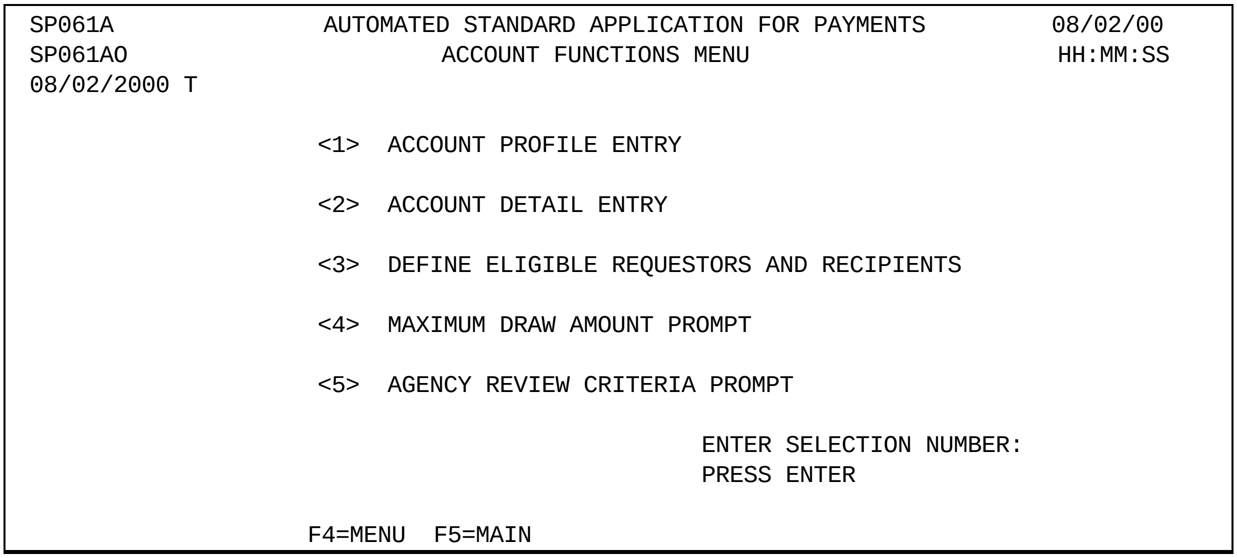
Press F4=MENU to return to the Account Functions Menu.



```
SP087A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP087AO                    MAXIMUM DRAW AMOUNT ENTRY                   HH:MM:SS
08/02/2000 T                                                       PG     1 OF 2

AGENCY LOCATION CODE/REGION:  11000001/__        SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U
  SELECT: <A> ADD <C> CHANGE <D> DELETE
SEL ACCOUNT ID    STATUS    FREQUENCY          AMOUNT
 _  F1R10001         O      DAILY          $2,000,000.00
 _                          MONTHLY        $8,000,000.00
 _                          QUARTERLY     $32,000,000.00
 _                          TOTAL        $120,000,000.00
 _  F1R10002         O      DAILY      ___________________
 _                          MONTHLY    ___________________
 _                          QUARTERLY  ___________________
 _                          TOTAL      ___________________
 _  F1R10003         O      DAILY      ___________________
 _                          MONTHLY            $500,000.00
 _                          QUARTERLY        $1,000,000.00
 _                          TOTAL      ___________________
ACTION:_(P=POST, E=ESCAPE, R=REFRESH)
      F3=PRMT F4=MENU F5=MAIN                    F8=PGDN
I0134 ALL MODIFICATIONS SUCCESSFULLY POSTED
```

STEP 5: RESULT

The Account Functions Menu appears.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP061AO                       ACCOUNT FUNCTIONS MENU                    HH:MM:SS
08/02/2000 T

                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5>  AGENCY REVIEW CRITERIA PROMPT

                                               ENTER SELECTION NUMBER:
                                               PRESS ENTER

                   F4=MENU  F5=MAIN
```

SECTION 6.2
SETTING AGENCY REVIEW CRITERIA

Using the Agency Review Criteria feature we will set one threshold for a single account and another threshold for a Recipient Organization. A threshold cannot be negative but it may be zero. If the threshold is zero, all payment requests are subject to review. Affected Payment Requestors and Recipient Organizations should be notified by the Federal Agency when a threshold for Agency Review has been set.

Agencies that have 1031 accounts can set review criteria; however, Agency Review Criteria does not apply to 1031 requests. You will get a message explaining this after posting the review criteria.

REQUIRED FIELDS

< **Select Level** - used to select level at which accounts are to be subject to Agency Review:

< **Threshold** - used to set the amount at or above which payment requests will be forwarded for Agency Review.

FUNCTION KEYS

The following function key appears on the Agency Review Criteria for Specific Account ID(S) screen when it is appropriate to take the action:

F11=LIST Returns you to the Agency Review Criteria for Account ID(S) Recipient List screen.

SCREEN ACTIONS

The agency review criteria function allows the Federal Agency to **ADD** a threshold and **CHANGE** or **DELETE** existing threshold. You simply specify which action you wish to perform, add the amount, if appropriate, and press **P** for post on the appropriate Agency Review Criteria screen. In all cases, the Federal Agency may **only** perform these actions on those accounts containing **its own** ALC/Region. Updates to the database are immediate and are confirmed via screen message.

When you are at the Agency Review Criteria Prompt, the table below shows what happens when specific data is entered.

Select This Level	**Fill in Field(s)**	**Gives you**
F (Federal Agency)	ALC/Region	Agency Review Criteria at the Federal Agency Level - the screen for setting a threshold at the Federal Agency level.
R (Recipient Organization)	ALC/Region	Agency Review Criteria for Specific Recipient ID(S) - the screen for setting thresholds at the Recipient level. All your Recipients are displayed.
R (Recipient Organization)	ALC/Region and Recipient ID	Agency Review Criteria for Specific Recipient ID(S) - the screen for setting a threshold at the Recipient level. Only the Recipient you designated is displayed.
A (Account ID)	ALC/Region	Agency Review Criteria for Account ID(S) - Recipient List - the screen for selecting one of your Recipients.
A (Account ID)	ALC/Region and Recipient ID	Agency Review Criteria for Specific Account ID(S) - the screen for setting a threshold at the Account level. All the Accounts for the designated Recipient are displayed.
A(Account ID)	ALC/Region, Recipient ID, and Account ID	Agency Review Criteria for Specific Account ID(S) - the screen for setting a threshold at the Account level. Only the Account you designated is displayed.

< When a threshold is set at the Agency level, it applies to each account built by that Agency in ASAP. Each time funds are requested from any account built by your Agency at or above that amount, the request is held for Agency Review.

< When a threshold is set for a Recipient Organization (RO), it applies to each account for that RO. Each time funds are requested from any account built by your Agency for that RO at or above that amount, the request is held for Agency Review.

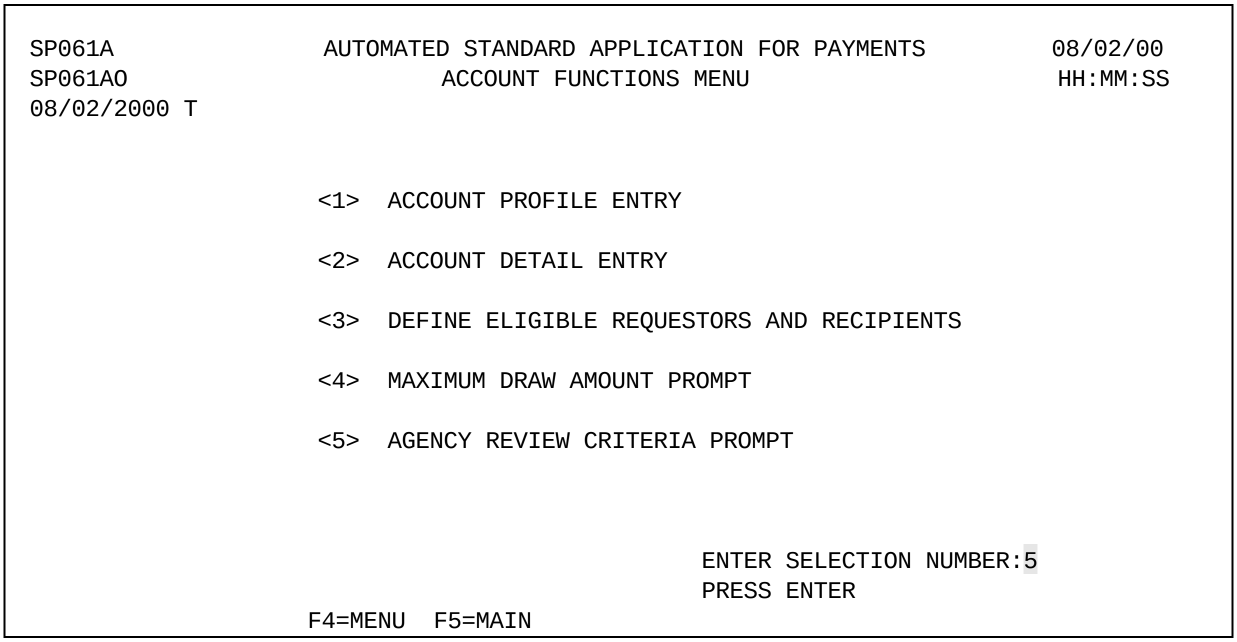
< When a threshold is set for a single account and a payment request from that account is made at or above that amount, the request is held for Agency Review.

EXAMPLE ONE

Using the Agency Review feature we will set thresholds for two accounts. Each time a single payment request exceeds the amount set for each account, the payment request will be placed in a queue for you to review and approve or reject the request. Prior to setting a threshold for Agency Review, you must notify the Payment Requestor and Recipient Organization.

STEP 1: ACTION

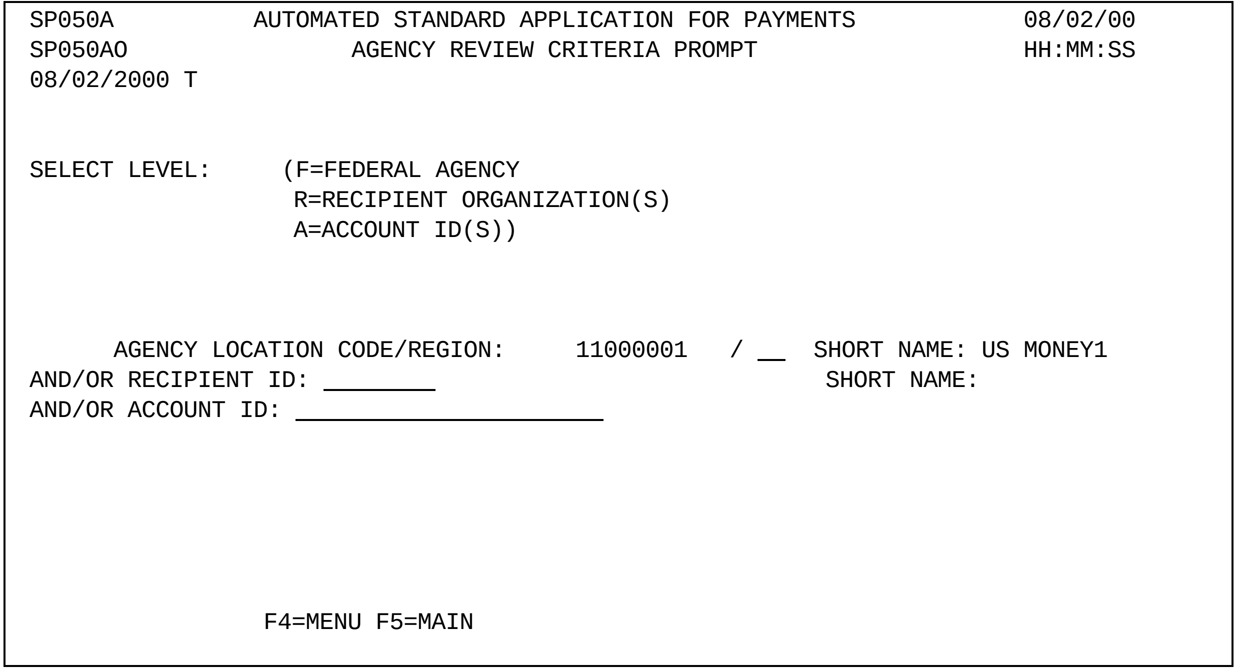
On the Account Functions Menu, type 5 for the Agency Review Criteria Prompt screen and press Enter.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                      HH:MM:SS
08/02/2000 T


                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5>  AGENCY REVIEW CRITERIA PROMPT



                                                 ENTER SELECTION NUMBER:5
                                                 PRESS ENTER
                   F4=MENU  F5=MAIN
```

STEP 1: RESULT

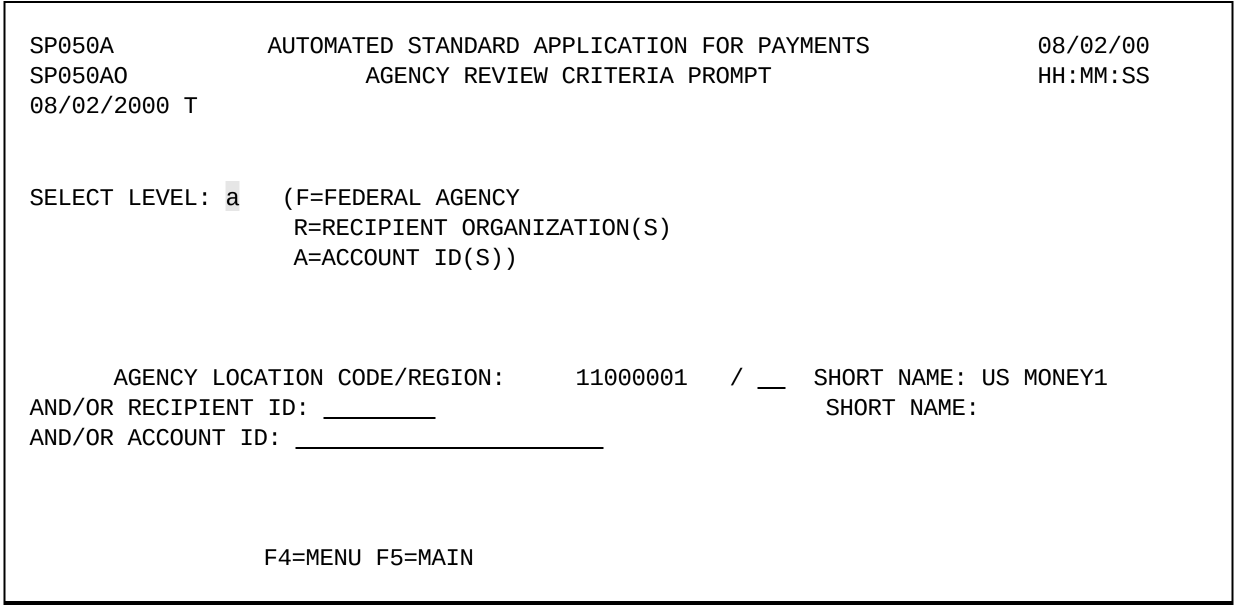
The Agency Review Criteria Prompt screen appears.



```
SP050A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP050AO               AGENCY REVIEW CRITERIA PROMPT                  HH:MM:SS
08/02/2000 T


SELECT LEVEL:     (F=FEDERAL AGENCY
                   R=RECIPIENT ORGANIZATION(S)
                   A=ACCOUNT ID(S))



      AGENCY LOCATION CODE/REGION:     11000001   / __  SHORT NAME: US MONEY1
AND/OR RECIPIENT ID: ________                            SHORT NAME:
AND/OR ACCOUNT ID: ______________________






                 F4=MENU F5=MAIN
```

STEP 2: ACTION

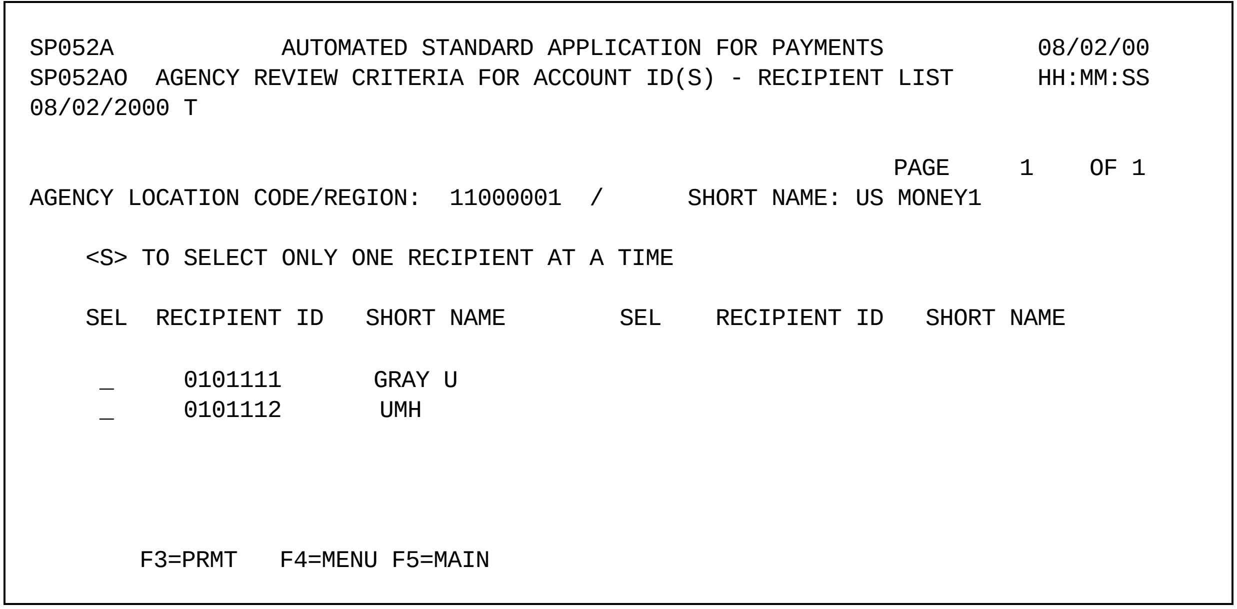
To set a payment threshold at the Account Level, type A in the select level field. You have the option of hitting Enter to select a recipient from a list of all your recipients or of entering a Recipient ID to go right to a list of the accounts assigned to that recipient. We will hit Enter.



```
SP050A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP050AO                AGENCY REVIEW CRITERIA PROMPT                  HH:MM:SS
08/02/2000 T


SELECT LEVEL: a   (F=FEDERAL AGENCY
                   R=RECIPIENT ORGANIZATION(S)
                   A=ACCOUNT ID(S))



      AGENCY LOCATION CODE/REGION:     11000001   / __  SHORT NAME: US MONEY1
AND/OR RECIPIENT ID: ________                            SHORT NAME:
AND/OR ACCOUNT ID: ______________________



                F4=MENU F5=MAIN
```

STEP 2: RESULT

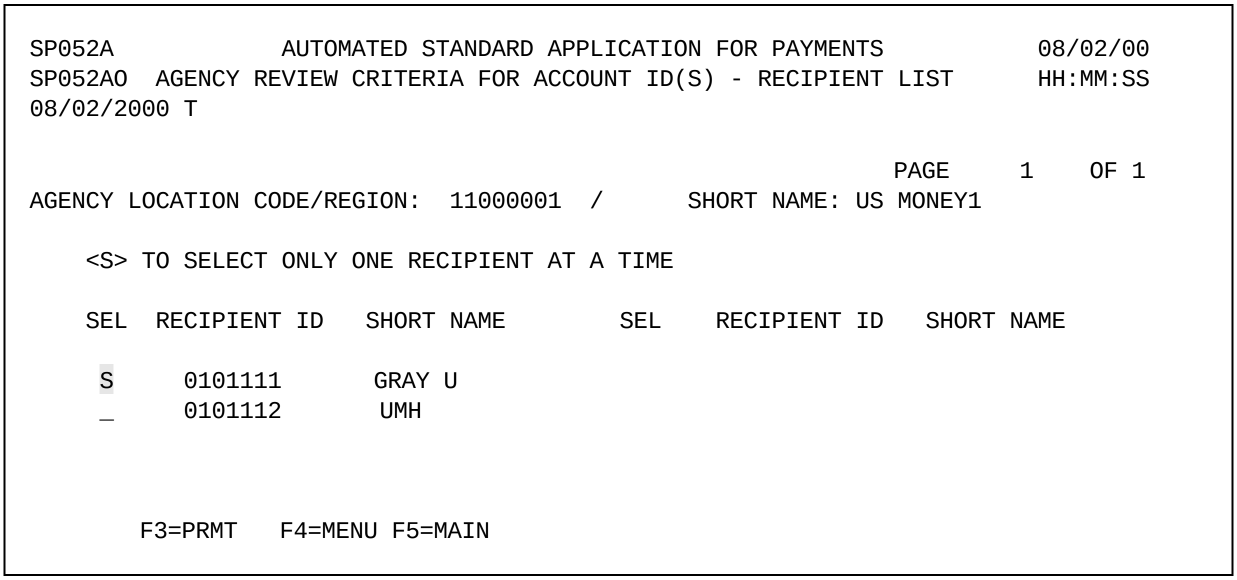
The Agency Review Criteria for Accounts ID(S) - Recipient List screen appears.



```
SP052A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP052AO  AGENCY REVIEW CRITERIA FOR ACCOUNT ID(S) - RECIPIENT LIST     HH:MM:SS
08/02/2000 T

                                                              PAGE     1    OF 1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1

    <S> TO SELECT ONLY ONE RECIPIENT AT A TIME

    SEL  RECIPIENT ID   SHORT NAME        SEL    RECIPIENT ID   SHORT NAME

     _     0101111      GRAY U
     _     0101112       UMH



        F3=PRMT   F4=MENU F5=MAIN
```

STEP 3: ACTION

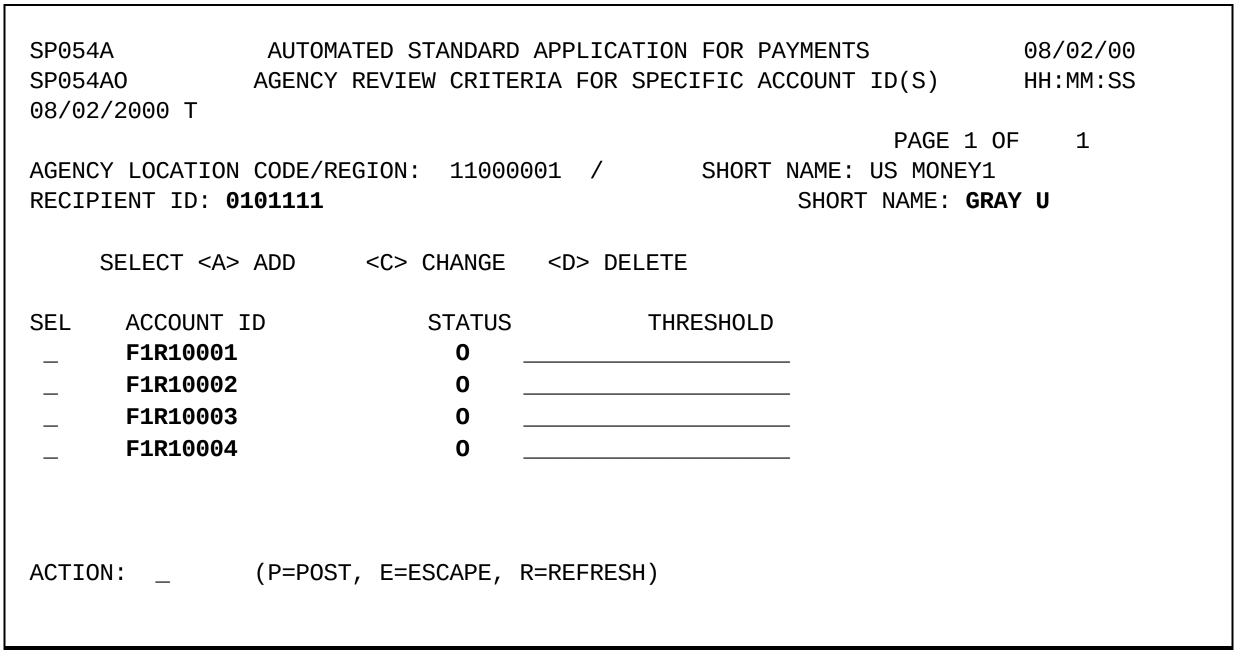
Type an **S** in the **SEL** (Select) column next to the recipient for which you wish to set Agency Review Criteria and press Enter.



```
SP052A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP052AO  AGENCY REVIEW CRITERIA FOR ACCOUNT ID(S) - RECIPIENT LIST      HH:MM:SS
08/02/2000 T

                                                              PAGE     1    OF 1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1

    <S> TO SELECT ONLY ONE RECIPIENT AT A TIME

    SEL  RECIPIENT ID   SHORT NAME        SEL    RECIPIENT ID   SHORT NAME

     S     0101111       GRAY U
     _     0101112       UMH



        F3=PRMT   F4=MENU F5=MAIN
```

STEP 3: RESULT

The Agency Review Criteria for Specific Account ID(s) screen appears:

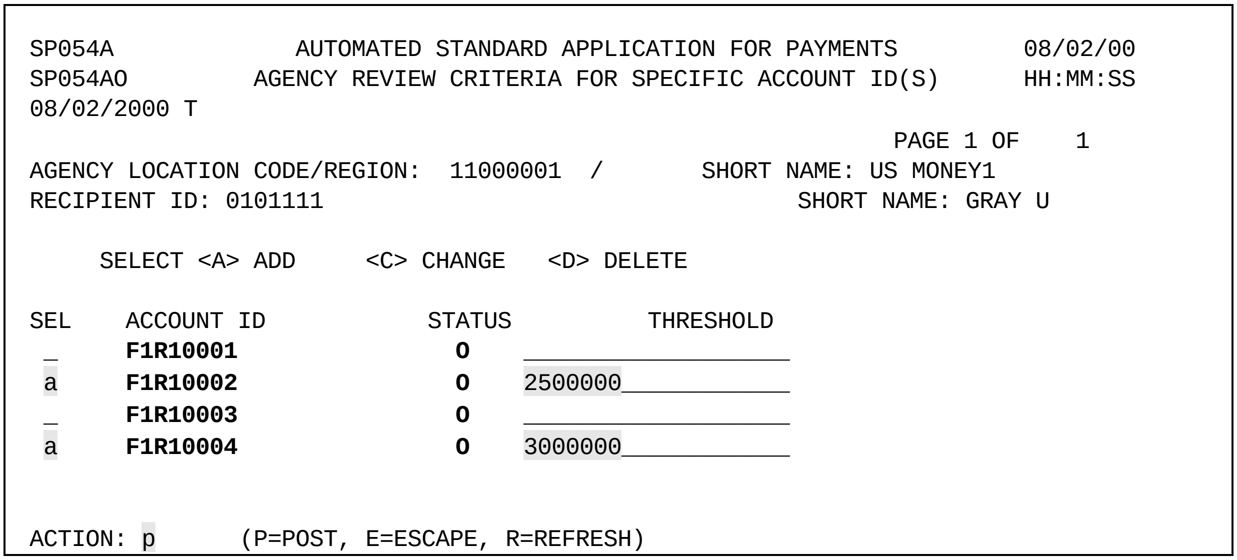


```
SP054A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP054AO        AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T
                                                              PAGE 1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U

     SELECT <A> ADD     <C> CHANGE   <D> DELETE

SEL    ACCOUNT ID            STATUS         THRESHOLD
 _     F1R10001                O    ___________________
 _     F1R10002                O    ___________________
 _     F1R10003                O    ___________________
 _     F1R10004                O    ___________________



ACTION:  _      (P=POST, E=ESCAPE, R=REFRESH)
```

STEP 4: ACTION

Enter **A** in the **SEL** (Select) column next to the **ACCOUNT ID(S)** against which you wish to set a threshold for Agency Review. Enter an amount in the Threshold column. Type a **P** in the **ACTION** field and press Enter to post the action.

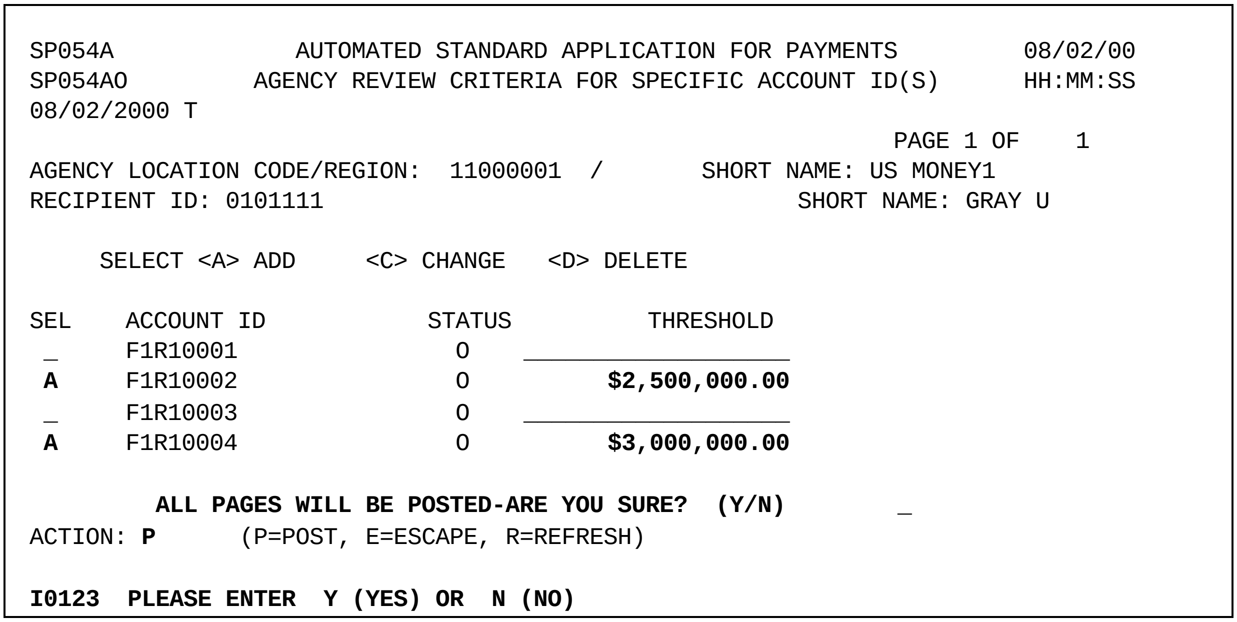
.



```
SP054A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP054AO        AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T
                                                              PAGE 1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U

     SELECT <A> ADD     <C> CHANGE   <D> DELETE

SEL    ACCOUNT ID           STATUS          THRESHOLD
 _     F1R10001               O    ___________________
 a     F1R10002               O    2500000____________
 _     F1R10003               O    ___________________
 a     F1R10004               O    3000000____________


ACTION: p      (P=POST, E=ESCAPE, R=REFRESH)
```

STEP 4: RESULT

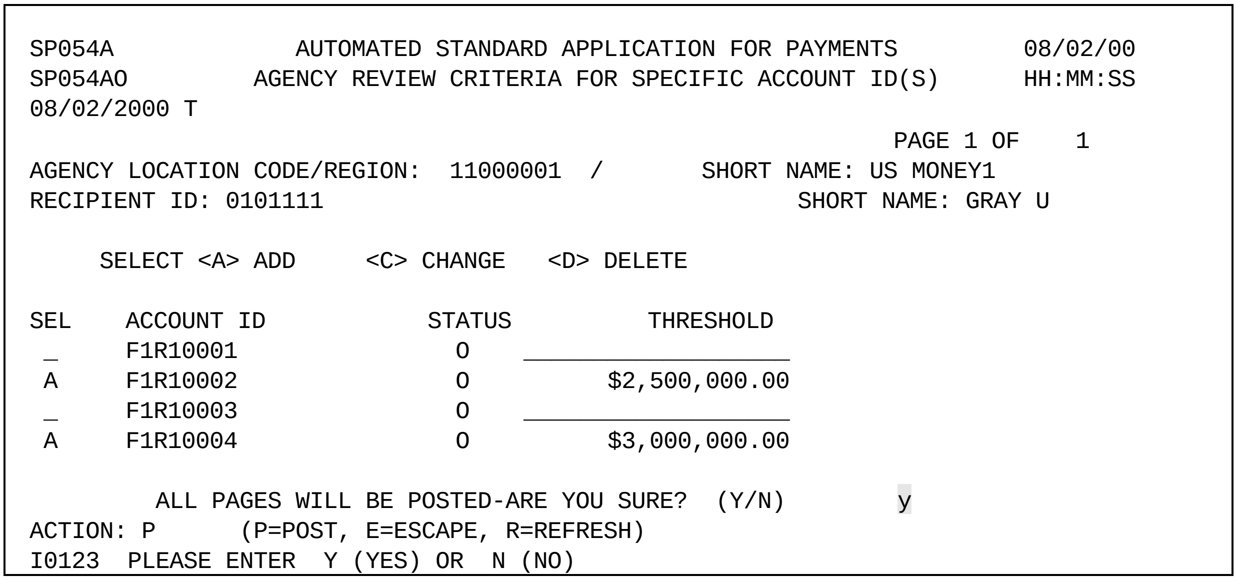
You are prompted “Are You Sure?” before the Agency Review parameters are posted.



```
SP054A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP054AO        AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T
                                                              PAGE 1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U

     SELECT <A> ADD     <C> CHANGE   <D> DELETE

SEL    ACCOUNT ID           STATUS          THRESHOLD
 _     F1R10001               O    ___________________
 A     F1R10002               O          $2,500,000.00
 _     F1R10003               O    ___________________
 A     F1R10004               O          $3,000,000.00

         ALL PAGES WILL BE POSTED-ARE YOU SURE?  (Y/N)       _
ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

I0123  PLEASE ENTER  Y (YES) OR  N (NO)
```

STEP 5: ACTION

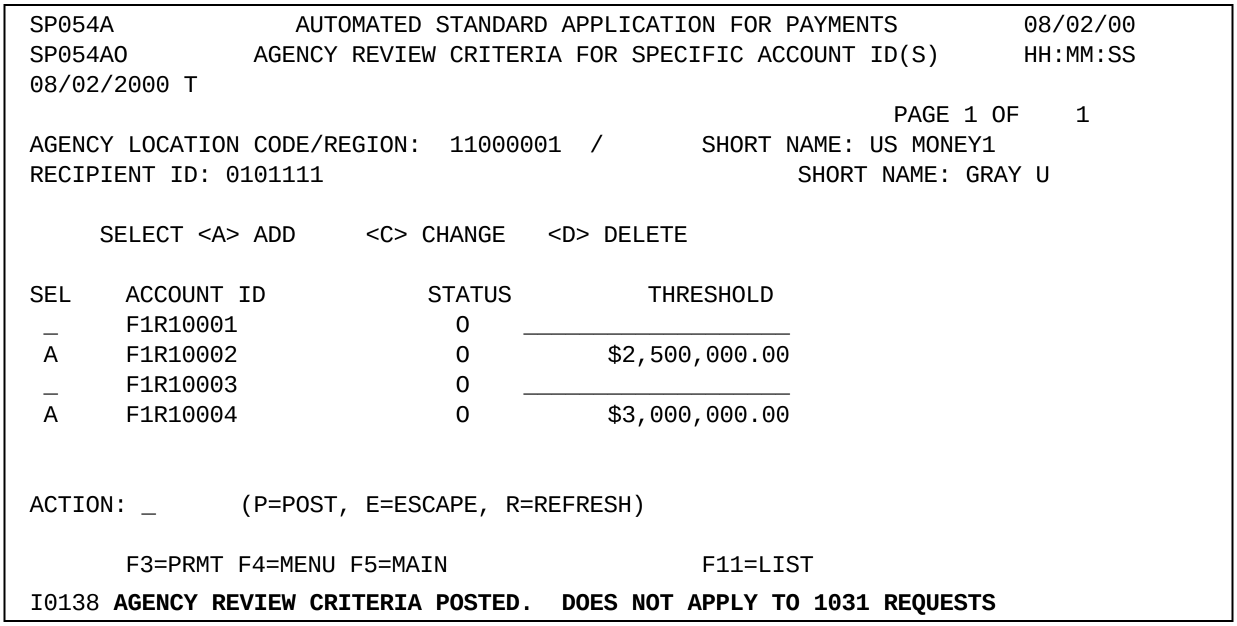
Type Y and press Enter.



```
SP054A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP054AO         AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T
                                                              PAGE 1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U

     SELECT <A> ADD     <C> CHANGE   <D> DELETE

SEL    ACCOUNT ID           STATUS          THRESHOLD
 _     F1R10001               O    ___________________
 A     F1R10002               O          $2,500,000.00
 _     F1R10003               O    ___________________
 A     F1R10004               O          $3,000,000.00

         ALL PAGES WILL BE POSTED-ARE YOU SURE?  (Y/N)        y
ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)
I0123  PLEASE ENTER  Y (YES) OR  N (NO)
```

STEP 5: RESULT

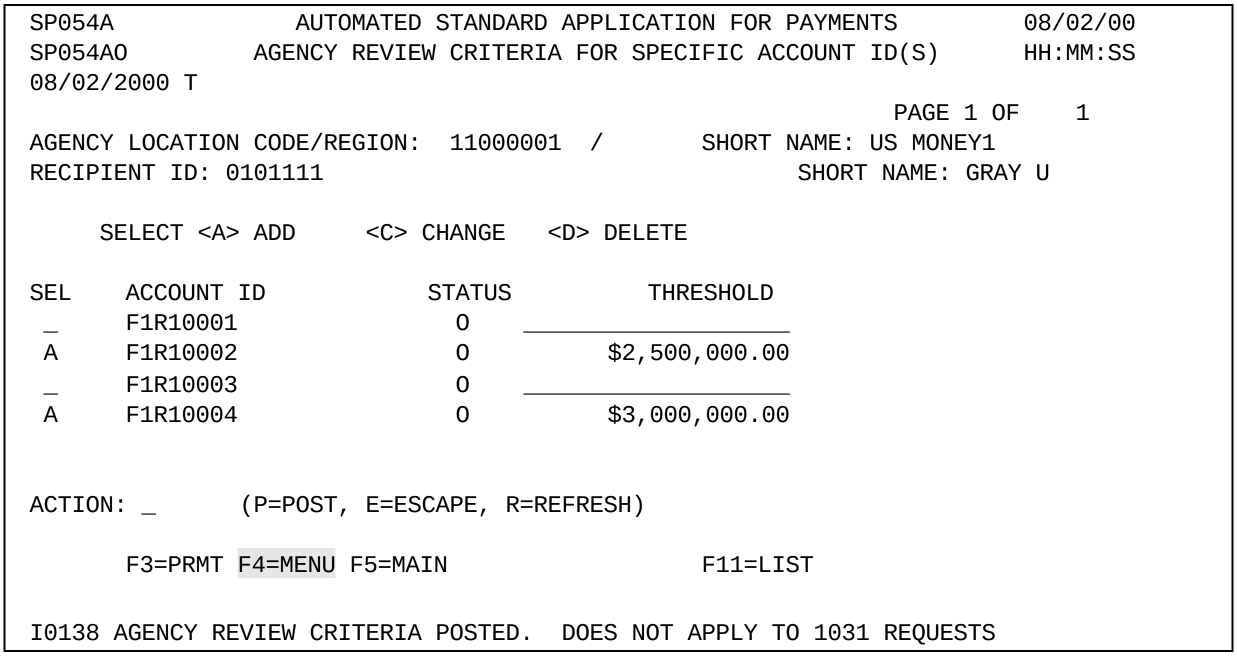
You have successfully set thresholds for Agency Review for two accounts. Notice the message at the bottom of the screen - I0138 AGENCY REVIEW CRITERIA POSTED. DOES NOT APPLY TO 1031 REQUESTS.



```
SP054A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP054AO         AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T
                                                              PAGE 1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U

     SELECT <A> ADD     <C> CHANGE   <D> DELETE

SEL    ACCOUNT ID           STATUS          THRESHOLD
 _     F1R10001               O    ___________________
 A     F1R10002               O          $2,500,000.00
 _     F1R10003               O    ___________________
 A     F1R10004               O          $3,000,000.00


ACTION: _      (P=POST, E=ESCAPE, R=REFRESH)

       F3=PRMT F4=MENU F5=MAIN                  F11=LIST
I0138 AGENCY REVIEW CRITERIA POSTED.  DOES NOT APPLY TO 1031 REQUESTS
```

STEP 6: ACTION

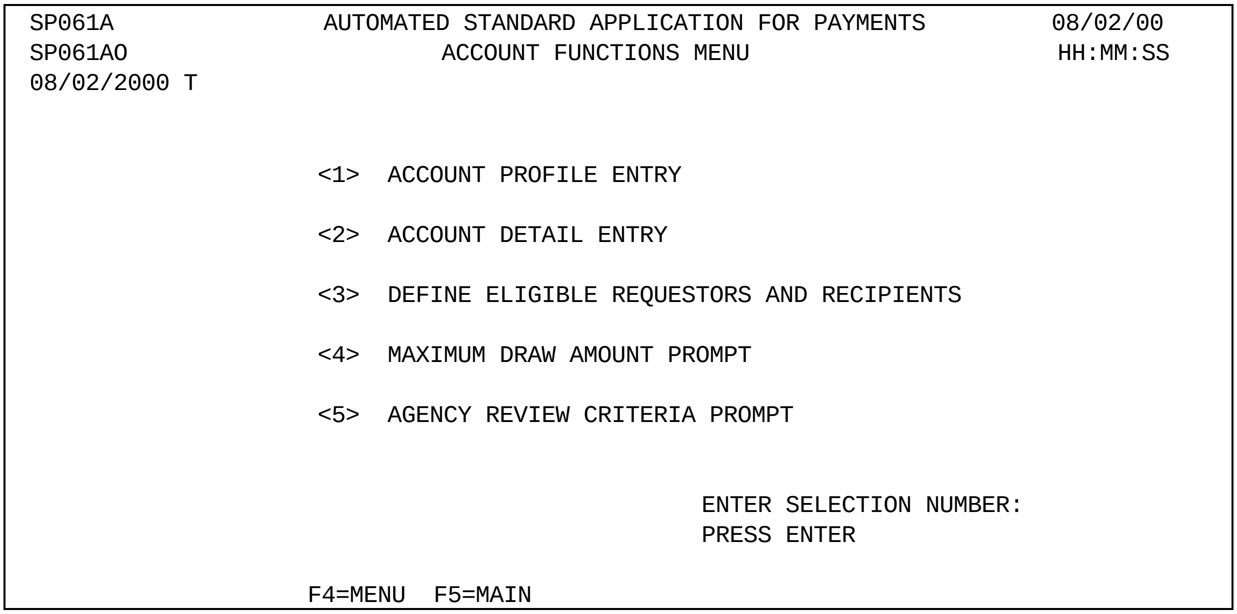
Press F4=MENU to return to the Account Functions Menu.



```
SP054A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP054AO         AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)      HH:MM:SS
08/02/2000 T
                                                              PAGE 1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U

     SELECT <A> ADD     <C> CHANGE   <D> DELETE

SEL    ACCOUNT ID            STATUS          THRESHOLD
 _     F1R10001                O    ___________________
 A     F1R10002                O          $2,500,000.00
 _     F1R10003                O    ___________________
 A     F1R10004                O          $3,000,000.00


ACTION: _      (P=POST, E=ESCAPE, R=REFRESH)

       F3=PRMT F4=MENU F5=MAIN                  F11=LIST

I0138 AGENCY REVIEW CRITERIA POSTED.  DOES NOT APPLY TO 1031 REQUESTS
```

STEP 6: RESULT

The Account Functions Menu appears.



```
SP061A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP061AO                      ACCOUNT FUNCTIONS MENU                      HH:MM:SS
08/02/2000 T


                    <1>  ACCOUNT PROFILE ENTRY

                    <2>  ACCOUNT DETAIL ENTRY

                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                    <4>  MAXIMUM DRAW AMOUNT PROMPT

                    <5>  AGENCY REVIEW CRITERIA PROMPT


                                                ENTER SELECTION NUMBER:
                                                PRESS ENTER

                    F4=MENU  F5=MAIN
```

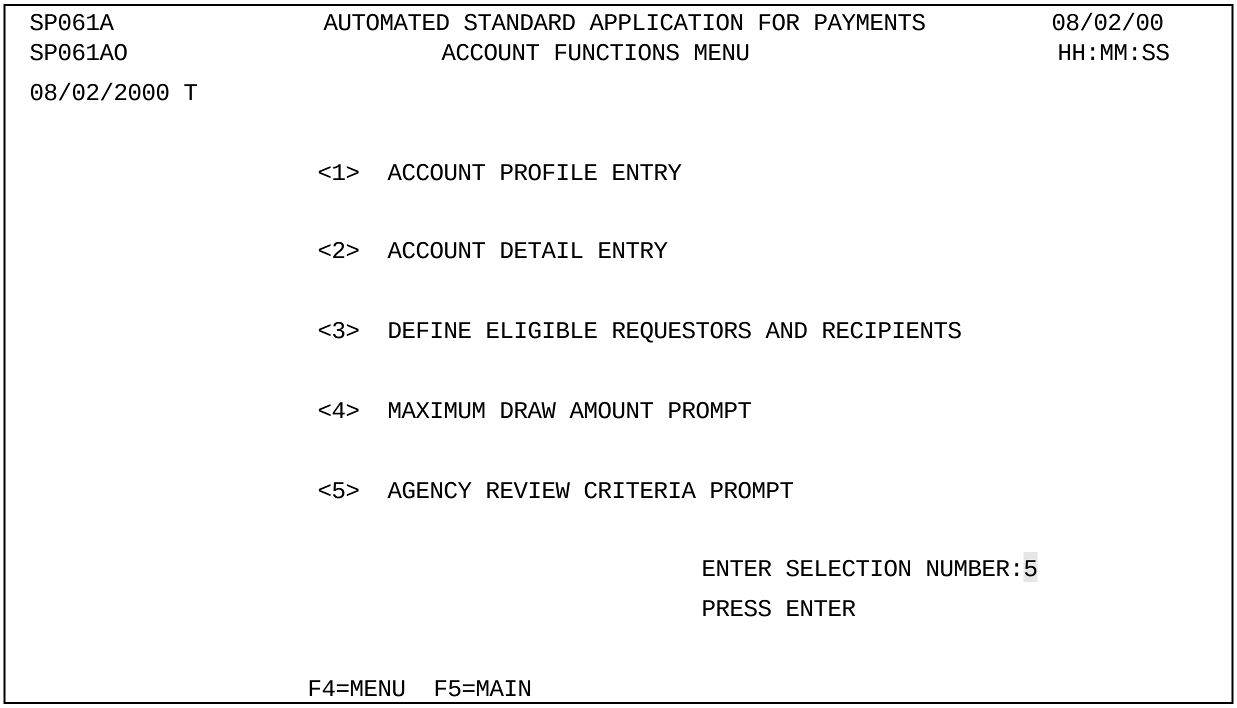
EXAMPLE TWO

Using the Agency Review feature we will set a threshold at the Recipient Organization (RO) Level. Each time a payment request against any account created by your Agency for this RO exceeds the threshold set, the payment request will be placed in a queue for you to review and approve or reject the request. For example, if RO 101112 has 10 accounts and the threshold is $10,000, that means that Account 1 has a threshold of $10,000, Account 10 has a threshold of $10,000, etc. It does not mean that if the RO requests $5,000 from Account 1 and $5,000 from Account 2 that the threshold is met and the requests against both accounts are held for review.

When you set a threshold for Agency Review, you must notify the affected Payment Requestor and Recipient Organization.

STEP 1: ACTION

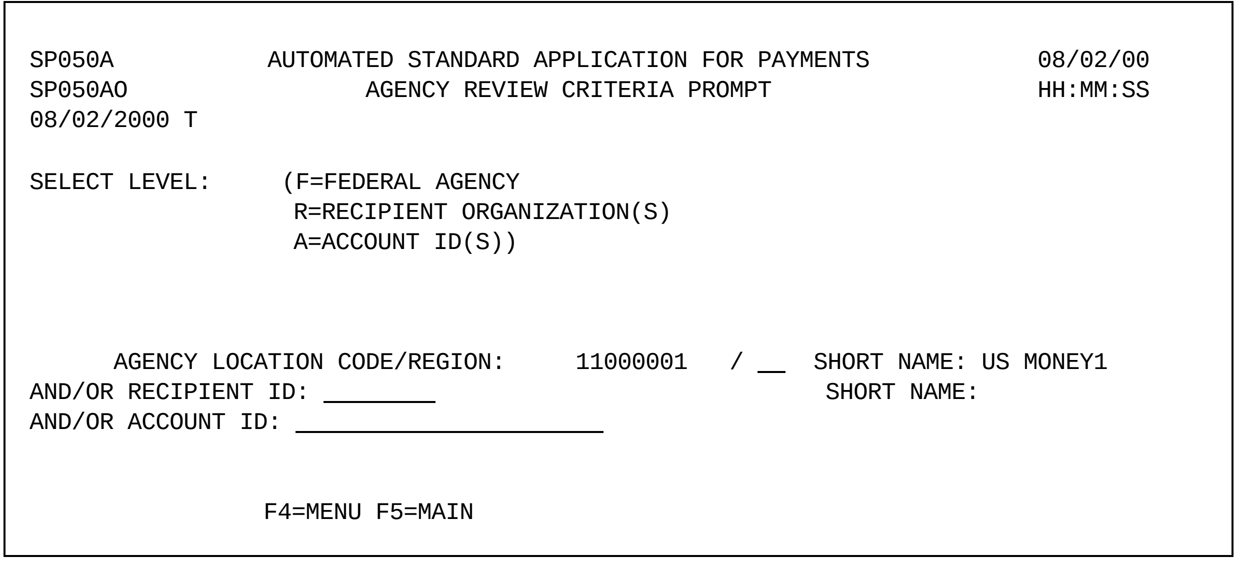
On the Account Functions Menu, type 5 for the Agency Review Criteria Prompt screen and press Enter.



```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP061AO                     ACCOUNT FUNCTIONS MENU                        HH:MM:SS
08/02/2000 T


                    <1>  ACCOUNT PROFILE ENTRY


                    <2>  ACCOUNT DETAIL ENTRY


                    <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS


                    <4>  MAXIMUM DRAW AMOUNT PROMPT


                    <5>  AGENCY REVIEW CRITERIA PROMPT


                                           ENTER SELECTION NUMBER:5
                                           PRESS ENTER


                   F4=MENU  F5=MAIN
```

STEP 1: RESULT

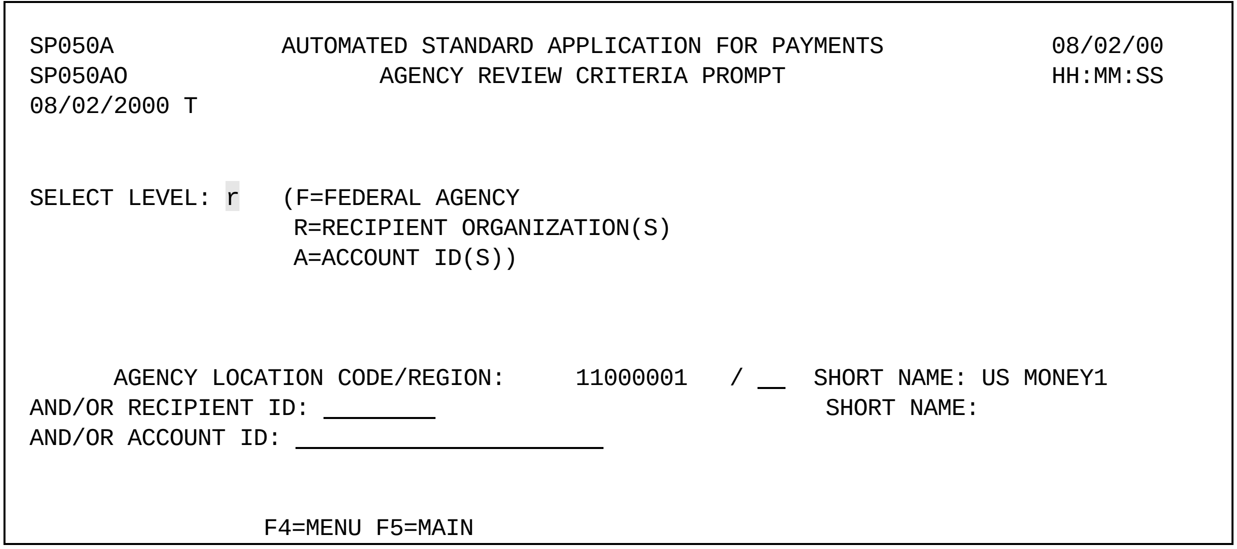
The Agency Review Criteria Prompt screen appears.



```
SP050A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP050AO                AGENCY REVIEW CRITERIA PROMPT                   HH:MM:SS
08/02/2000 T

SELECT LEVEL:      (F=FEDERAL AGENCY
                    R=RECIPIENT ORGANIZATION(S)
                    A=ACCOUNT ID(S))



      AGENCY LOCATION CODE/REGION:     11000001   / __  SHORT NAME: US MONEY1
AND/OR RECIPIENT ID: ________                            SHORT NAME:
AND/OR ACCOUNT ID: ______________________


                F4=MENU F5=MAIN
```

STEP 2: ACTION

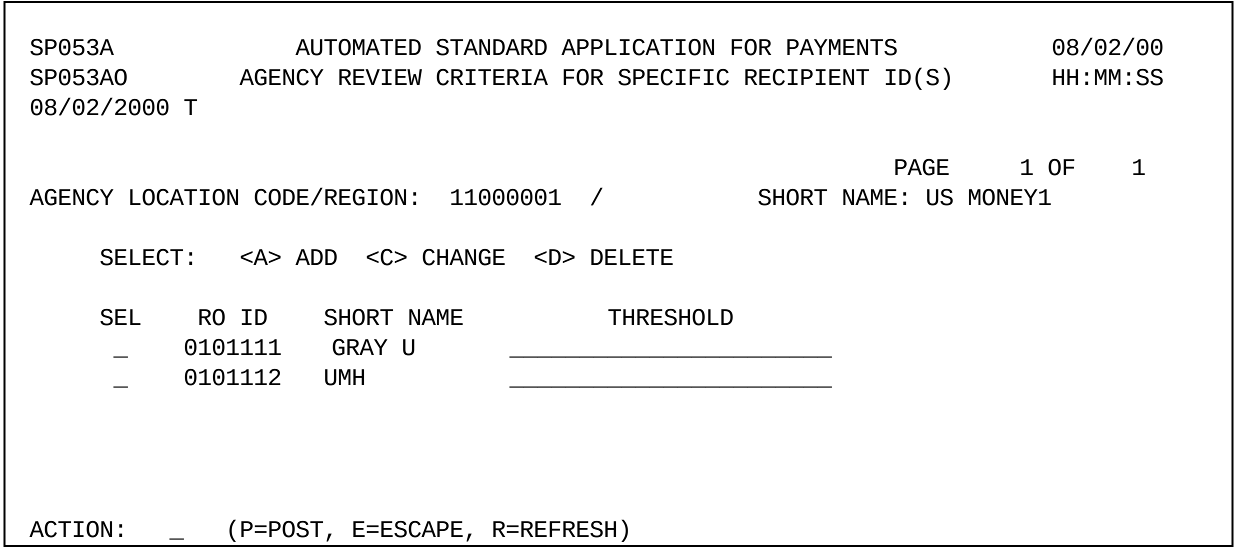
To set a payment threshold at the Recipient Organization (RO) Level, type R in the select level field. You have the option of hitting Enter to select an RO from a list of all your ROs or of entering a RO ID to have only that RO displayed. We will hit Enter.



```
SP050A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP050AO                 AGENCY REVIEW CRITERIA PROMPT                   HH:MM:SS
08/02/2000 T


SELECT LEVEL: r   (F=FEDERAL AGENCY
                   R=RECIPIENT ORGANIZATION(S)
                   A=ACCOUNT ID(S))



      AGENCY LOCATION CODE/REGION:     11000001   / __  SHORT NAME: US MONEY1
AND/OR RECIPIENT ID: ________                            SHORT NAME:
AND/OR ACCOUNT ID: ______________________


                 F4=MENU F5=MAIN
```

STEP 2: RESULT

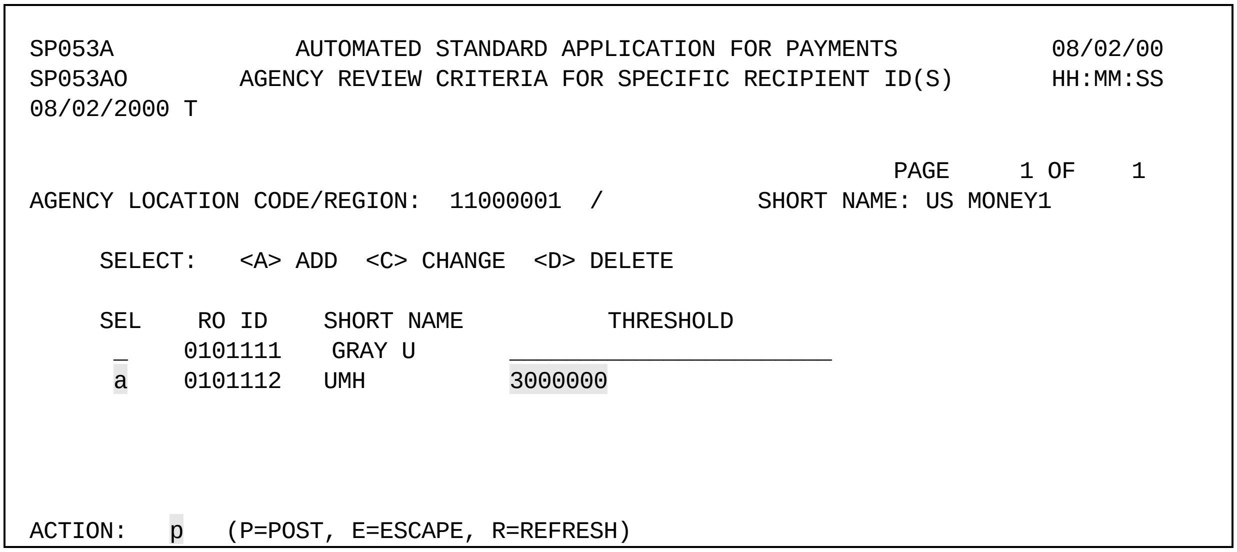
The Agency Review Criteria for Specific Recipient ID(s) screen appears.



```
SP053A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP053AO        AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)      HH:MM:SS
08/02/2000 T

                                                              PAGE     1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /          SHORT NAME: US MONEY1

     SELECT:   <A> ADD  <C> CHANGE  <D> DELETE

     SEL    RO ID    SHORT NAME          THRESHOLD
      _    0101111    GRAY U      _______________________
      _    0101112   UMH          _______________________




ACTION:   _   (P=POST, E=ESCAPE, R=REFRESH)
```

STEP 3: ACTION

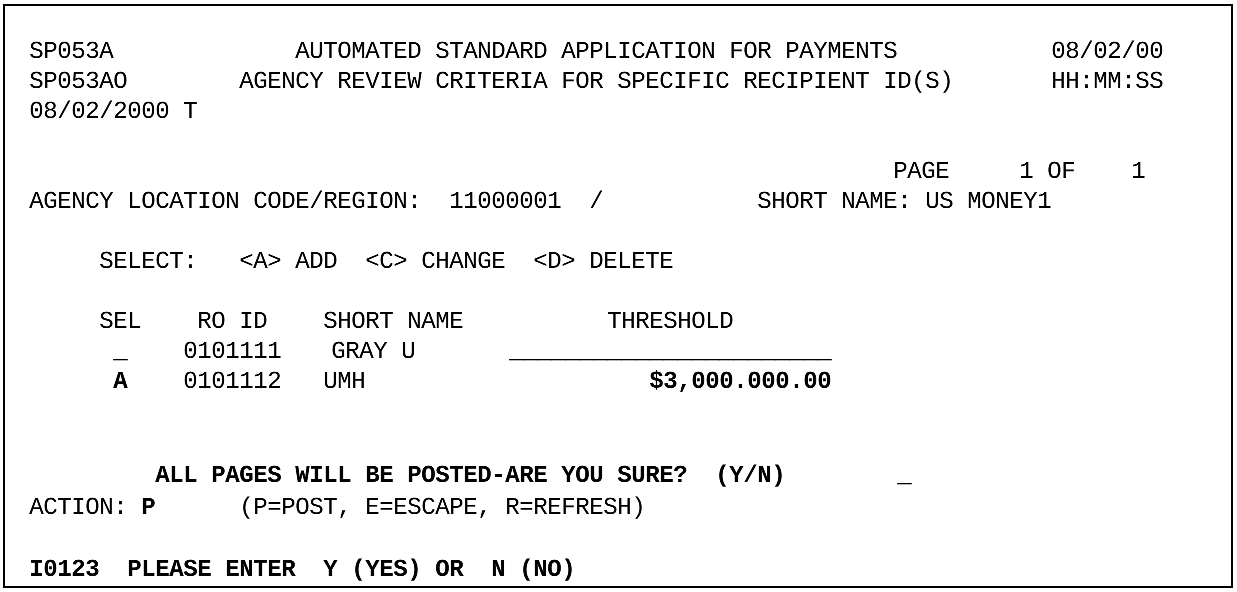
Enter **A** in the **SEL** (Select) column next to the **RO ID** against which you wish to set a threshold for Agency Review. Place the amount in the Threshold column. Type a **P** in the **ACTION** field and press Enter to post the action.



```
SP053A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP053AO        AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)       HH:MM:SS
08/02/2000 T

                                                              PAGE    1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /          SHORT NAME: US MONEY1

     SELECT:   <A> ADD  <C> CHANGE  <D> DELETE

     SEL    RO ID    SHORT NAME          THRESHOLD
      _    0101111    GRAY U      _______________________
      a    0101112   UMH          3000000



ACTION:   p   (P=POST, E=ESCAPE, R=REFRESH)
```

STEP 3: RESULT

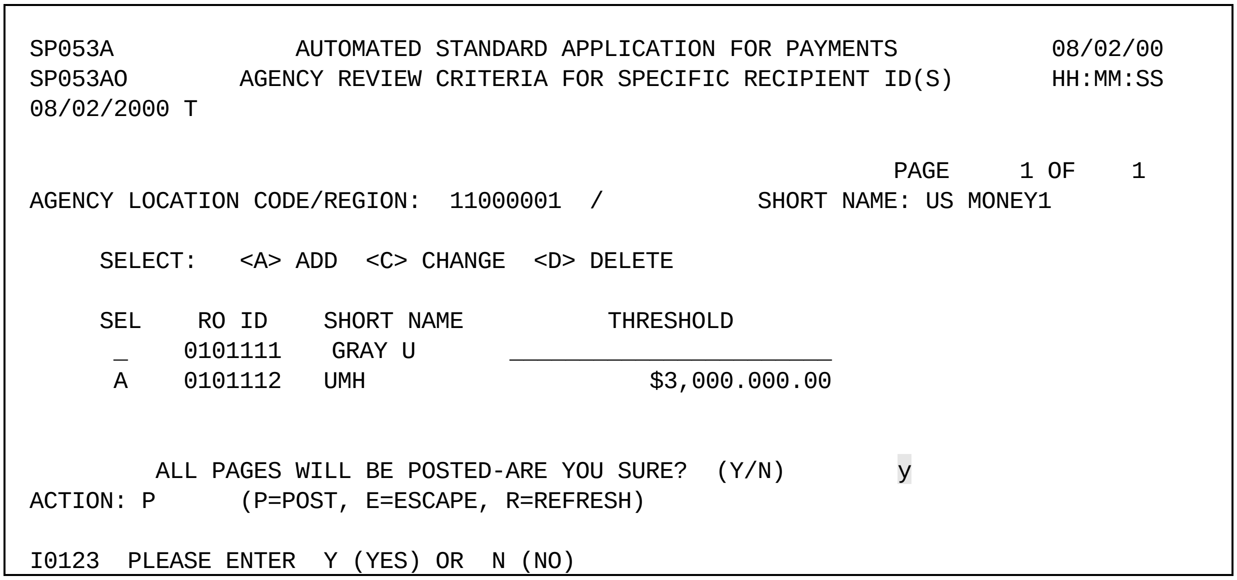
The information you entered is displayed and you are prompted to verify that the criteria should be set.



```
SP053A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP053AO        AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)       HH:MM:SS
08/02/2000 T

                                                              PAGE    1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /          SHORT NAME: US MONEY1

     SELECT:   <A> ADD  <C> CHANGE  <D> DELETE

     SEL    RO ID    SHORT NAME          THRESHOLD
      _    0101111    GRAY U      _______________________
      A    0101112   UMH                    $3,000.000.00


         ALL PAGES WILL BE POSTED-ARE YOU SURE?  (Y/N)       _
ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

I0123  PLEASE ENTER  Y (YES) OR  N (NO)
```

STEP 4: ACTION

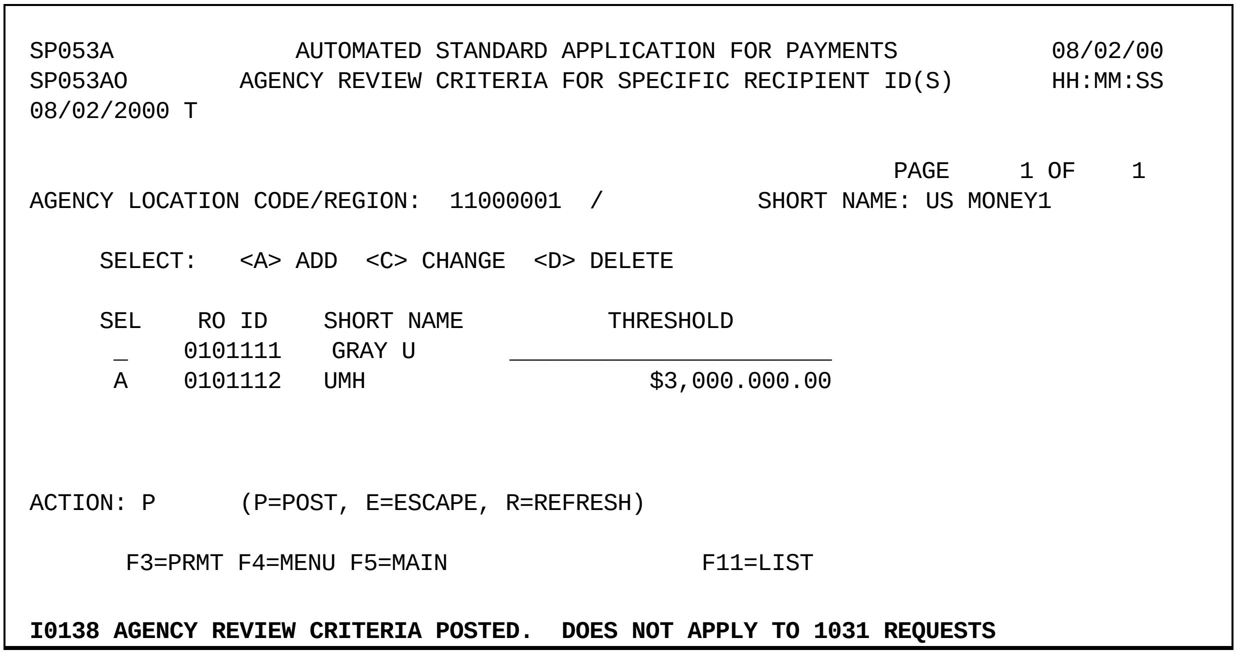
Type Y and press Enter.



```
SP053A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP053AO        AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)       HH:MM:SS
08/02/2000 T

                                                              PAGE     1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /          SHORT NAME: US MONEY1

     SELECT:   <A> ADD  <C> CHANGE  <D> DELETE

     SEL    RO ID    SHORT NAME          THRESHOLD
      _    0101111    GRAY U      _______________________
      A    0101112   UMH                    $3,000.000.00


         ALL PAGES WILL BE POSTED-ARE YOU SURE?  (Y/N)        y
ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

I0123  PLEASE ENTER  Y (YES) OR  N (NO)
```

STEP 4: RESULT

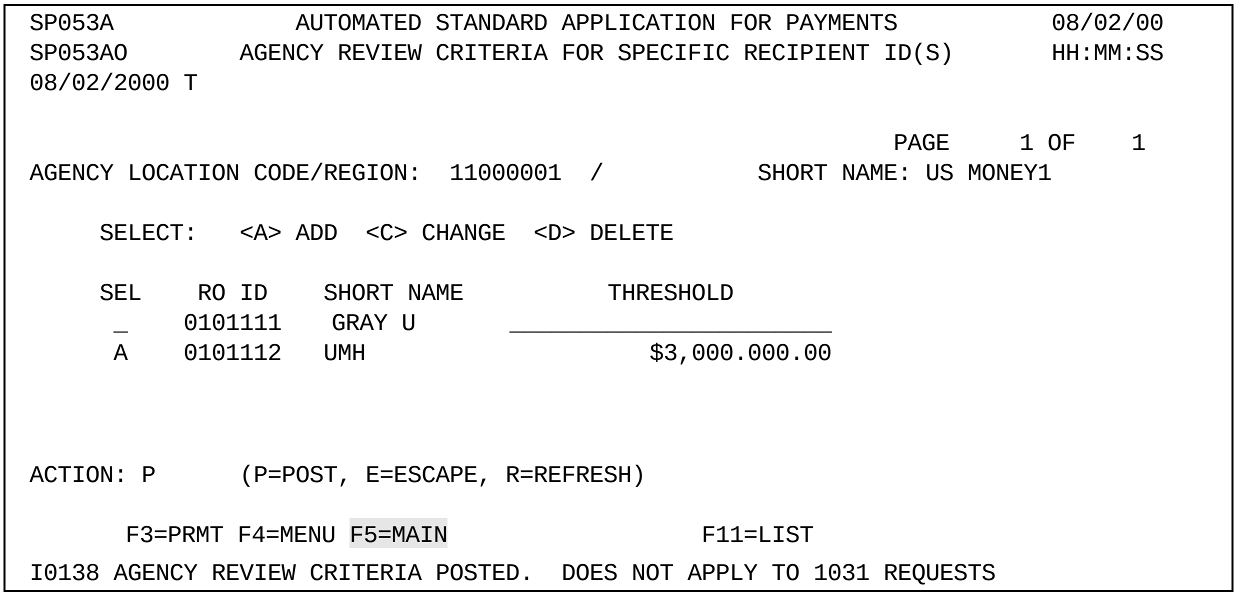
You have successfully set a threshold for Agency Review for all the accounts you have created for the selected recipient.



```
SP053A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP053AO        AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)       HH:MM:SS
08/02/2000 T

                                                              PAGE     1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /          SHORT NAME: US MONEY1

     SELECT:   <A> ADD  <C> CHANGE  <D> DELETE

     SEL    RO ID    SHORT NAME          THRESHOLD
      _    0101111    GRAY U      _______________________
      A    0101112   UMH                    $3,000.000.00



ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

       F3=PRMT F4=MENU F5=MAIN                  F11=LIST

I0138 AGENCY REVIEW CRITERIA POSTED.  DOES NOT APPLY TO 1031 REQUESTS
```

STEP 5: ACTION

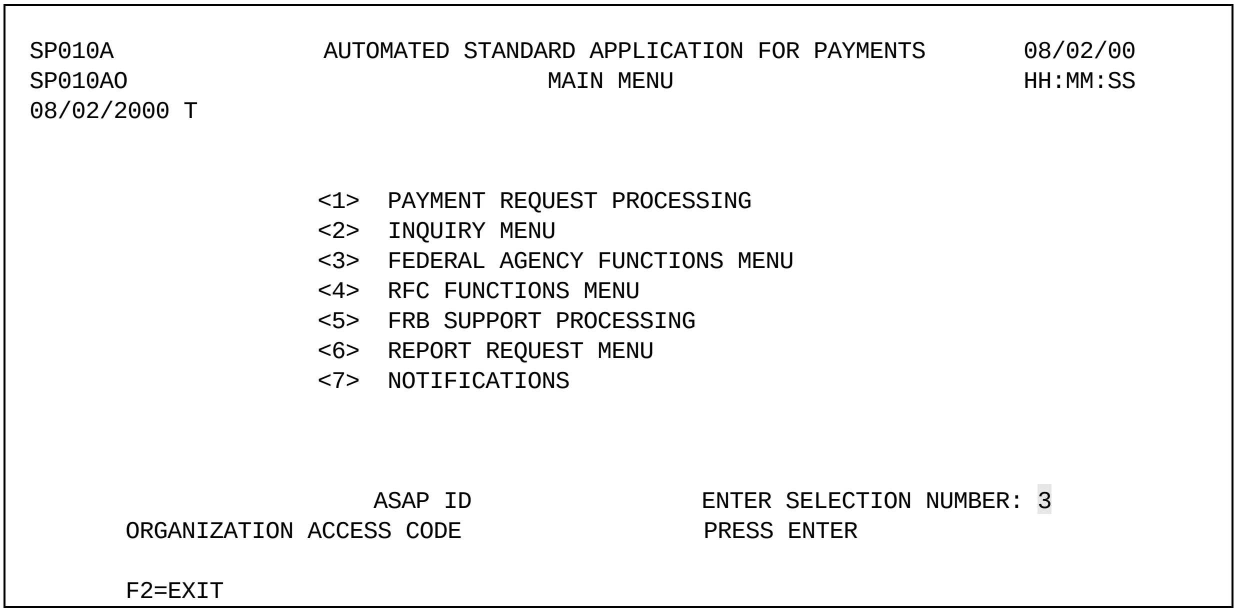
Press F5=MAIN to return to the Main Menu.



```
SP053A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP053AO        AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S)       HH:MM:SS
08/02/2000 T

                                                             PAGE     1 OF    1
AGENCY LOCATION CODE/REGION:  11000001  /          SHORT NAME: US MONEY1

     SELECT:   <A> ADD  <C> CHANGE  <D> DELETE

     SEL    RO ID    SHORT NAME          THRESHOLD
      _    0101111    GRAY U      _______________________
      A    0101112   UMH                    $3,000.000.00



ACTION: P      (P=POST, E=ESCAPE, R=REFRESH)

       F3=PRMT F4=MENU F5=MAIN                  F11=LIST
I0138 AGENCY REVIEW CRITERIA POSTED.  DOES NOT APPLY TO 1031 REQUESTS
```

STEP 5: RESULT

The Main Menu is displayed.



```
SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                             MAIN MENU                          HH:MM:SS
08/02/2000 T


                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS



                        ASAP ID                ENTER SELECTION NUMBER: 3
       ORGANIZATION ACCESS CODE                PRESS ENTER

       F2=EXIT
```

CHAPTER 7:

REVIEWING REQUESTS HELD FOR AGENCY REVIEW

PURPOSE

In this chapter, you will learn how to review payment requests that have exceeded the Agency Review threshold(s) you have set.

REVIEW

You create or build an account in ASAP by adding a profile for that account. After the account profile has been entered and posted, you may choose to set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The ASAP system will notify you when items are awaiting review.

AGENCY REVIEW - SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Agency Review function:

ALL - by entering a Y in the All field on the Review Payment Requests Prompt, you will bring up a list of all payment requests related to your Agency Location Code and Region, if applicable, which are awaiting review.

REQUEST DATE FROM and **TO** - by entering a date range in the Request Date field on the Review Payment Requests Prompt, you will bring up a list of all Payment Requests entered during the specified period of time that are awaiting review.

SEL - the Select field (abbreviated “SEL”) on the Review Payment Requests List screen allows the user to enter an S to select a payment request to view more detail, an A to approve a payment request, or an R to reject a payment request.

DAYS ON REVIEW - indicates the number of days the payment request has been awaiting agency review.

DEL METH - the Delivery Method field (abbreviated “DEL METH”) on the Review Payment Requests List screen indicates the type of delivery (A for ACH or F for Fedwire) requested for the payment.

REQ SETTLE DATE - the Request Settlement Date field (abbreviated “REQ SETTLE DATE”) on the Review Payment Requests List screen indicates the date of delivery requested for the payment.

STATUS - displays the status of the payment request. The status is always Pending when the Review Payment Requests List screen is first displayed. After the Agency has taken action on the item, the status will be updated to Approved, Rejected or Multiple if individual items within the request have been approved or rejected. Once the Agency has taken action on an item and its status is no longer Pending, the item will not appear on subsequent displays of the Review Payment Requests List screen.

ACTION FIELD VALUES TO NOTE

P=POST - posts all payment requests that the user has marked with an A to Approve or an R to Reject in the Select column.

A=APPROVE ALL - after user has paged through all pages of the list or of the detail, this action will approve all items on the list or in the detail. This action must only be done once, regardless of the number of pages in the list or detail. You may not use this action if you have indicated an R to Reject in the Select field for items on the list or in the detail.

R=REFRESH - all data that you have entered on the screen is erased.

E=ESCAPE - indicates that you wish to leave the screen without posting any data. You may cancel payment review session at any point before using the Post or Certify All actions by entering "E" for escape.

GUIDE TO THE EXAMPLES

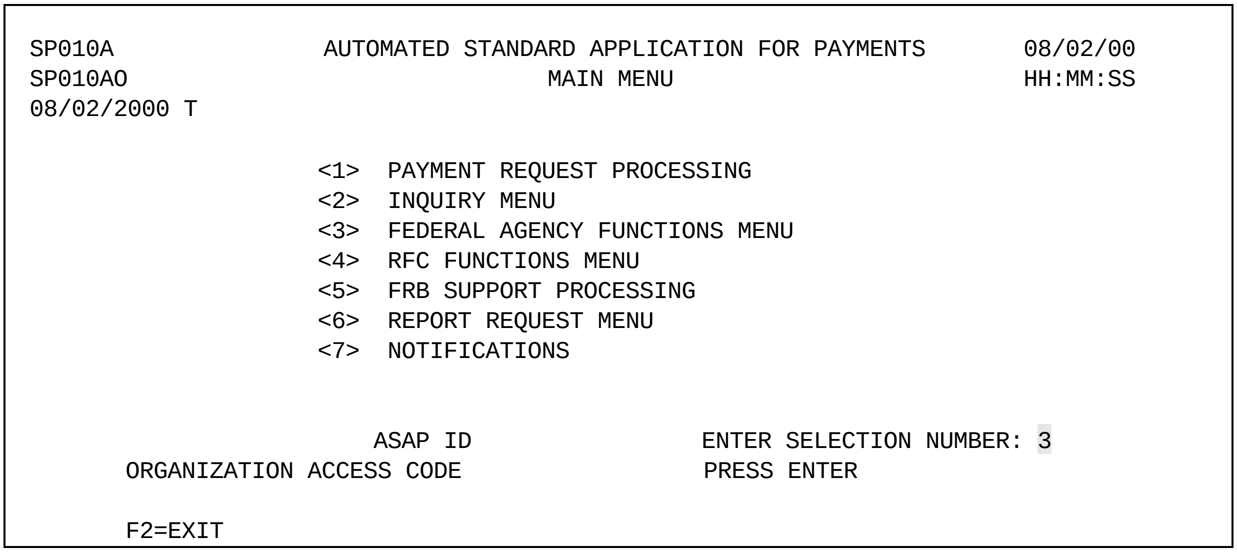
- In this chapter you will learn how to:
- Approve and Reject Selected Payment Requests
- Approve and Reject Items within a Payment Request
- Approve All Payment Requests

GETTING STARTED

Each of the examples in this chapter begins at the Review Payment Requests Prompt screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each section. Rather, they appear on the following pages.

STEP 1: ACTION

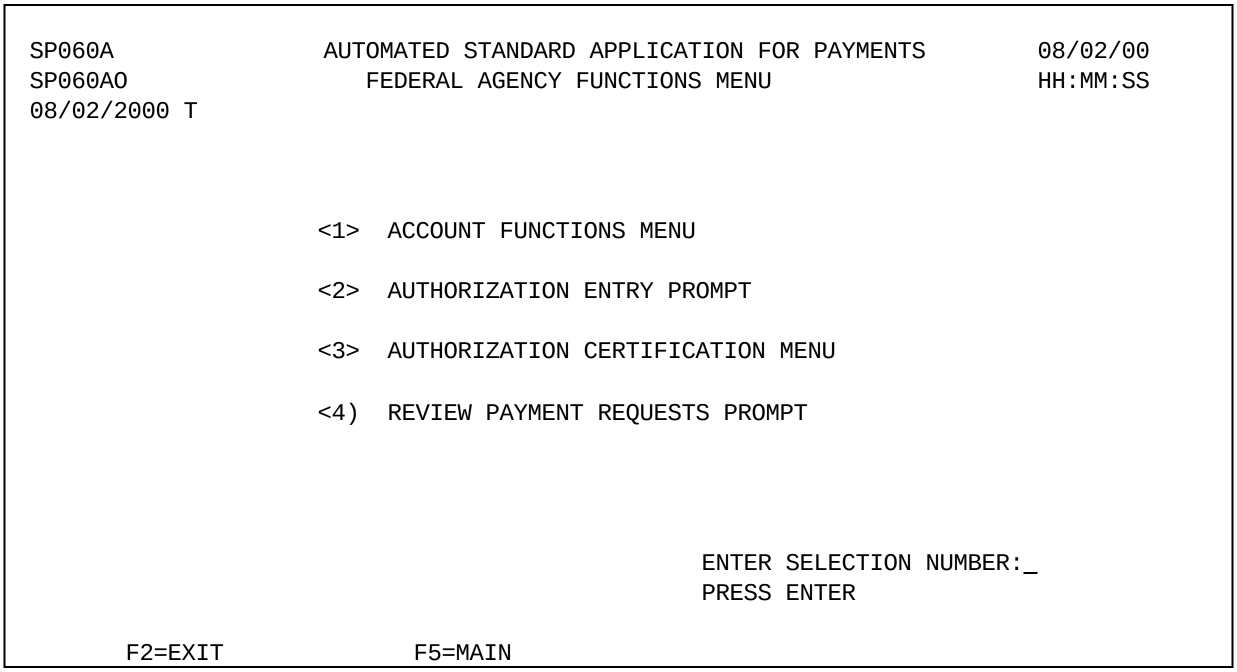
From the ASAP Main Menu, type 3 for the Federal Agency Functions Menu option and press Enter.



```
SP010A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                               MAIN MENU                        HH:MM:SS
08/02/2000 T

                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS


                        ASAP ID                ENTER SELECTION NUMBER: 3
       ORGANIZATION ACCESS CODE                PRESS ENTER

       F2=EXIT
```

STEP 1: RESULT

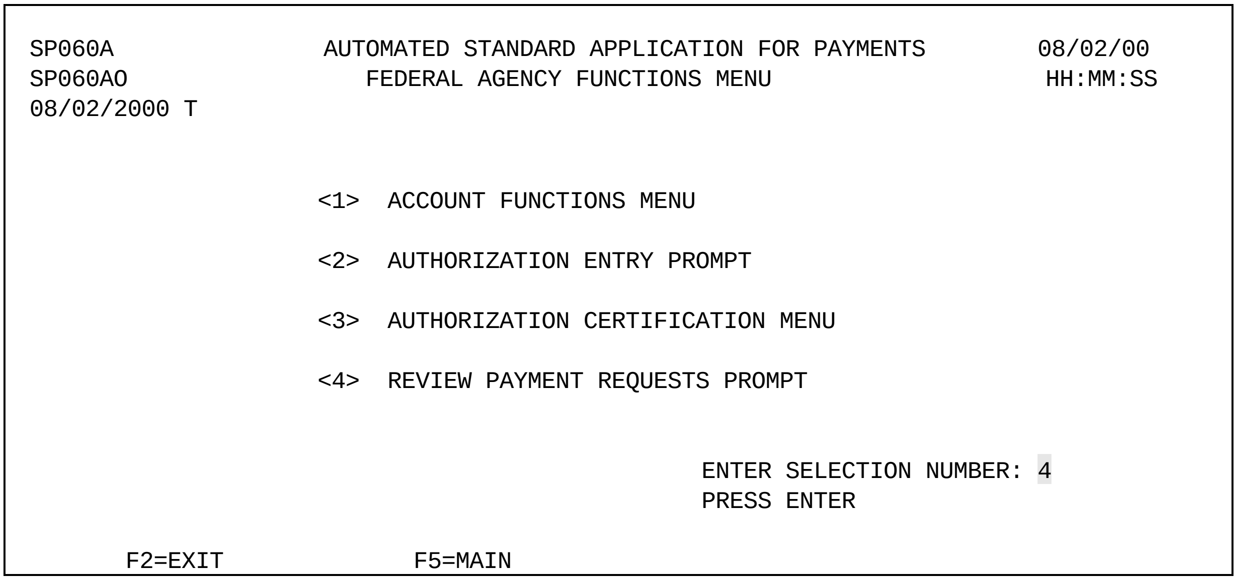
The Federal Agency Functions Menu appears.



```
SP060A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP060AO                 FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T



                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4)  REVIEW PAYMENT REQUESTS PROMPT



                                               ENTER SELECTION NUMBER:_
                                               PRESS ENTER

       F2=EXIT             F5=MAIN
```

STEP 2: ACTION

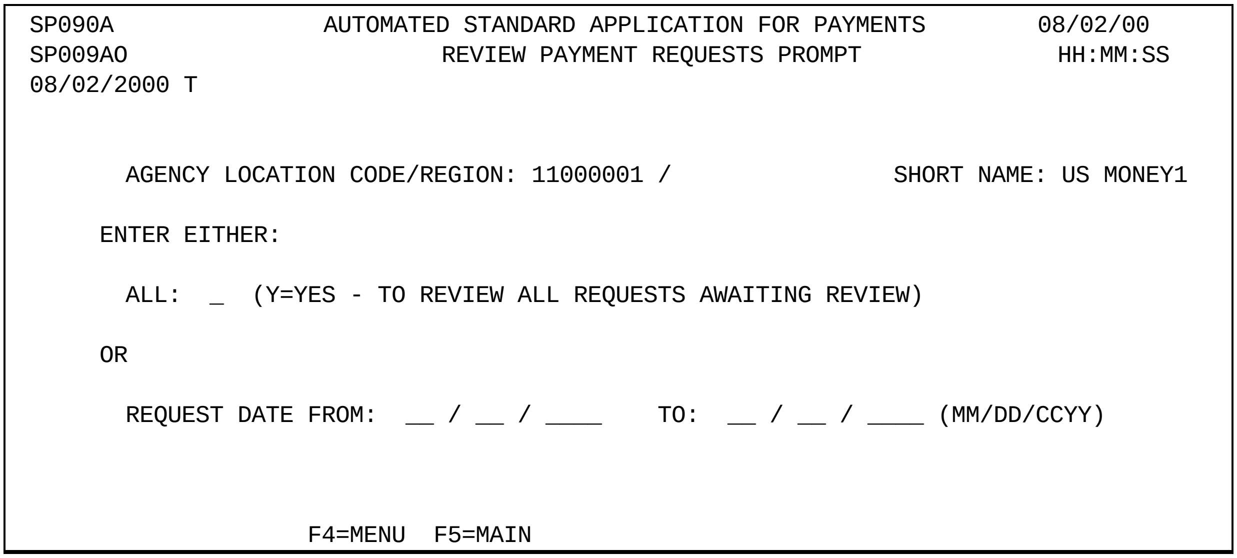
On the Federal Agency Functions Menu, select option 4 for the Review Payment Requests Prompt screen and press Enter.



```
SP060A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP060AO              FEDERAL AGENCY FUNCTIONS MENU                  HH:MM:SS
08/02/2000 T


                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4>  REVIEW PAYMENT REQUESTS PROMPT


                                             ENTER SELECTION NUMBER: 4
                                             PRESS ENTER

       F2=EXIT              F5=MAIN
```

STEP 2: RESULT

The Review Payment Requests Prompt screen appears.



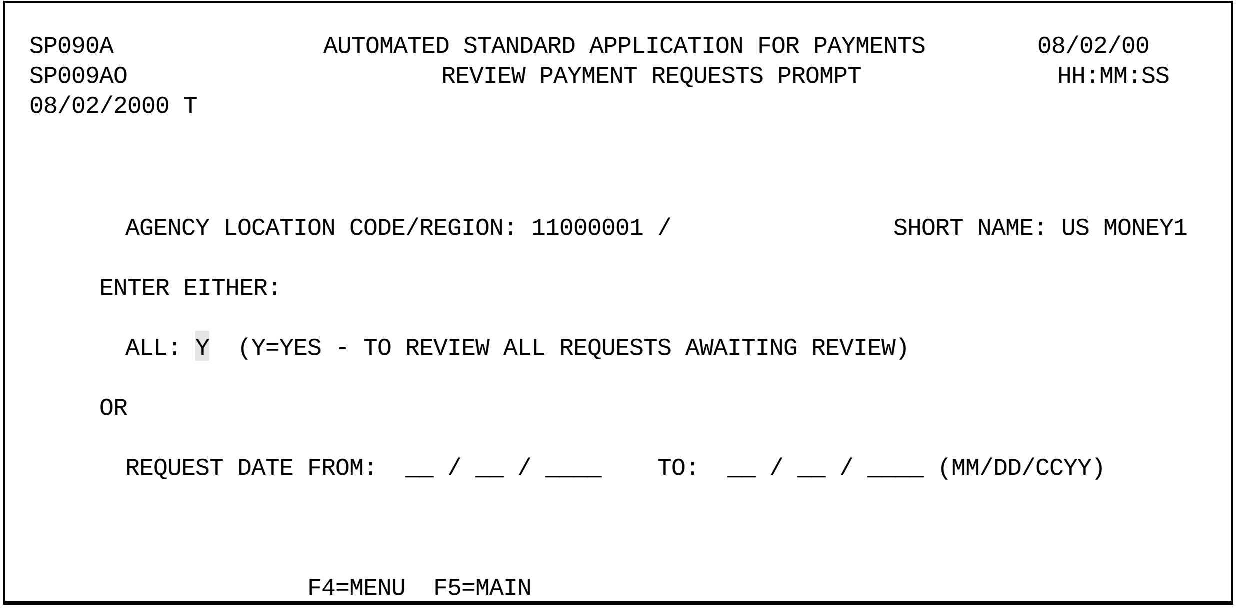
```
SP090A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP009AO                   REVIEW PAYMENT REQUESTS PROMPT             HH:MM:SS
08/02/2000 T


       AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME: US MONEY1

     ENTER EITHER:

       ALL:  _  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

     OR

       REQUEST DATE FROM:  __ / __ / ____    TO:  __ / __ / ____ (MM/DD/CCYY)



                    F4=MENU  F5=MAIN
```

EXAMPLE ONE

Using the Review Payment Request Feature we will approve one pending payment request and reject one payment request.

STEP 1: ACTION

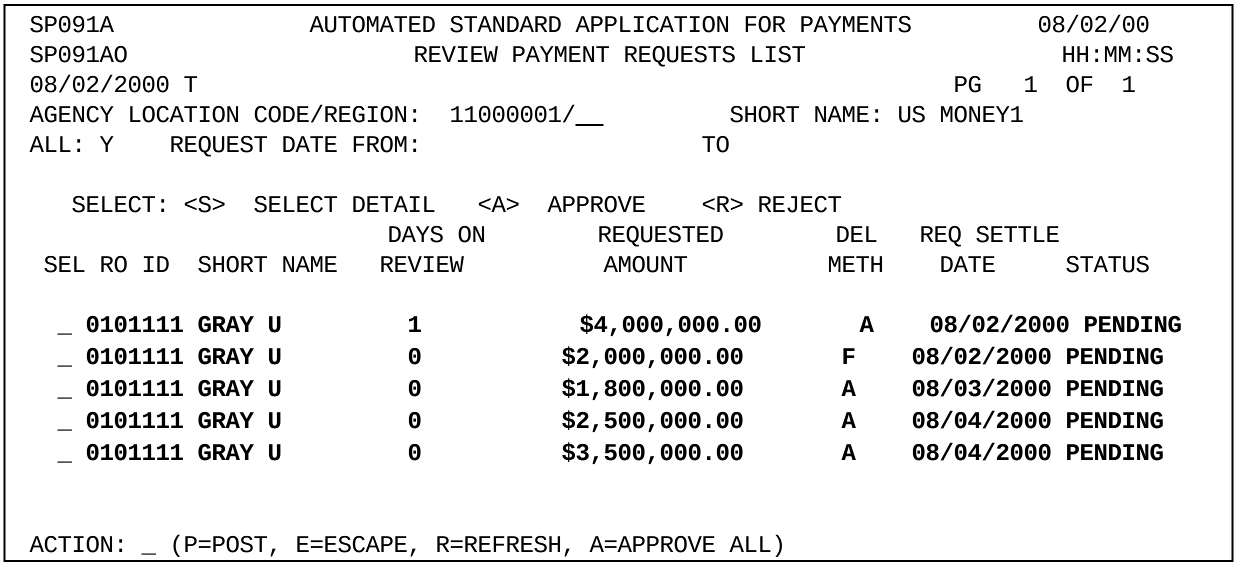
On the Review Payment Requests Prompt screen, enter either Y for Yes (to view all payment requests awaiting review) or a date range (to only display payment requests awaiting review that were requested during the specified period. The example below shows Y for Yes entered in the All field.



```
SP090A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP009AO                      REVIEW PAYMENT REQUESTS PROMPT             HH:MM:SS
08/02/2000 T



       AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME: US MONEY1

     ENTER EITHER:

       ALL: Y  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

     OR

       REQUEST DATE FROM:  __ / __ / ____    TO:  __ / __ / ____ (MM/DD/CCYY)



                     F4=MENU  F5=MAIN
```

STEP 1: RESULT

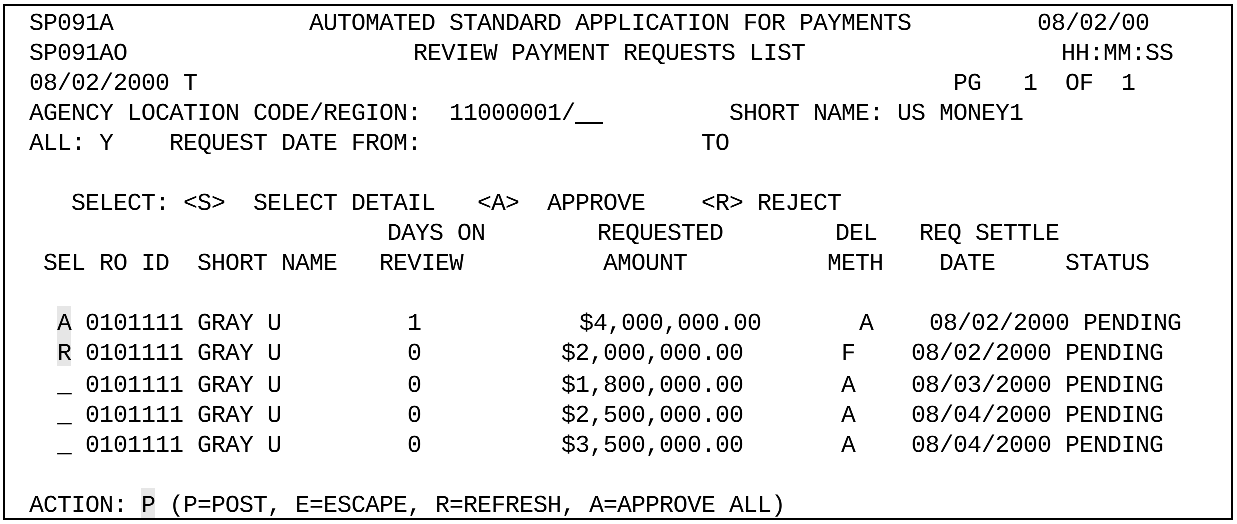
The Review Payment Requests List screen appears.



```
SP091A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                 HH:MM:SS
08/02/2000 T                                                     PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                          DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT          METH    DATE     STATUS

   _ 0101111 GRAY U         1          $4,000,000.00       A    08/02/2000 PENDING
   _ 0101111 GRAY U         0         $2,000,000.00       F    08/02/2000 PENDING
   _ 0101111 GRAY U         0         $1,800,000.00       A    08/03/2000 PENDING
   _ 0101111 GRAY U         0         $2,500,000.00       A    08/04/2000 PENDING
   _ 0101111 GRAY U         0         $3,500,000.00       A    08/04/2000 PENDING


ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 2: ACTION

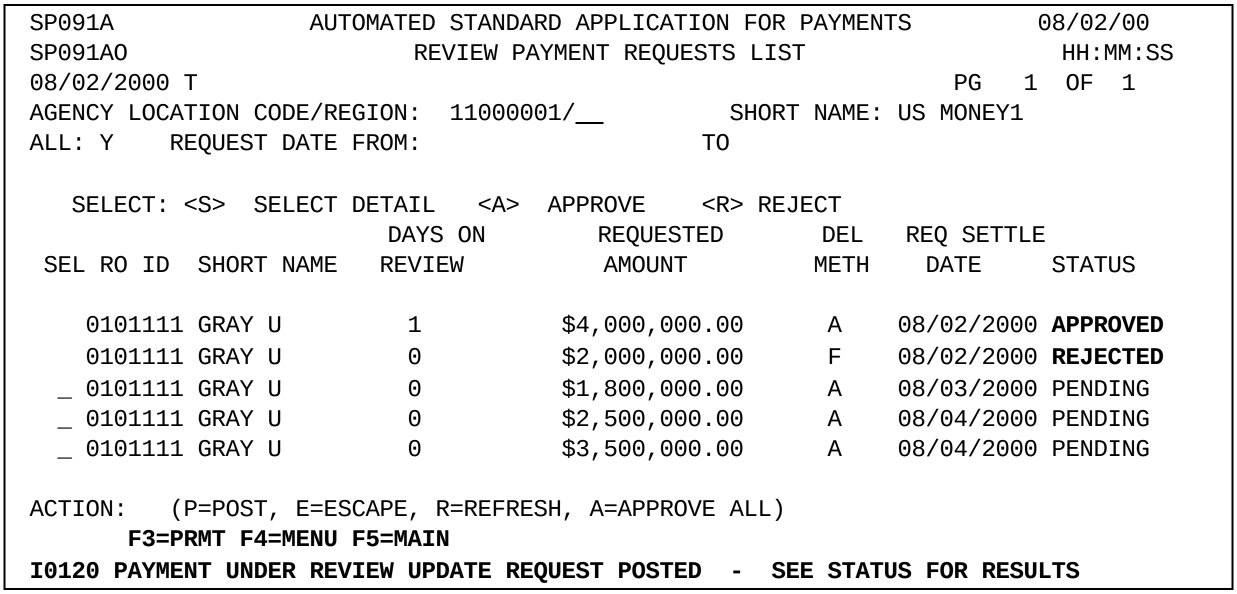
Type an A to approve in the SEL (Select) column for the first item on the list, and an R to reject in the SEL column for the second item on the list. Tab to the Action field and enter a P to Post. Press Enter.



```
SP091A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP091AO                   REVIEW PAYMENT REQUESTS LIST                  HH:MM:SS
08/02/2000 T                                                     PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                   TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT          METH    DATE     STATUS

  A 0101111 GRAY U         1           $4,000,000.00       A    08/02/2000 PENDING
  R 0101111 GRAY U         0          $2,000,000.00       F    08/02/2000 PENDING
  _ 0101111 GRAY U         0          $1,800,000.00       A    08/03/2000 PENDING
  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 PENDING

ACTION: P (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 2: RESULT

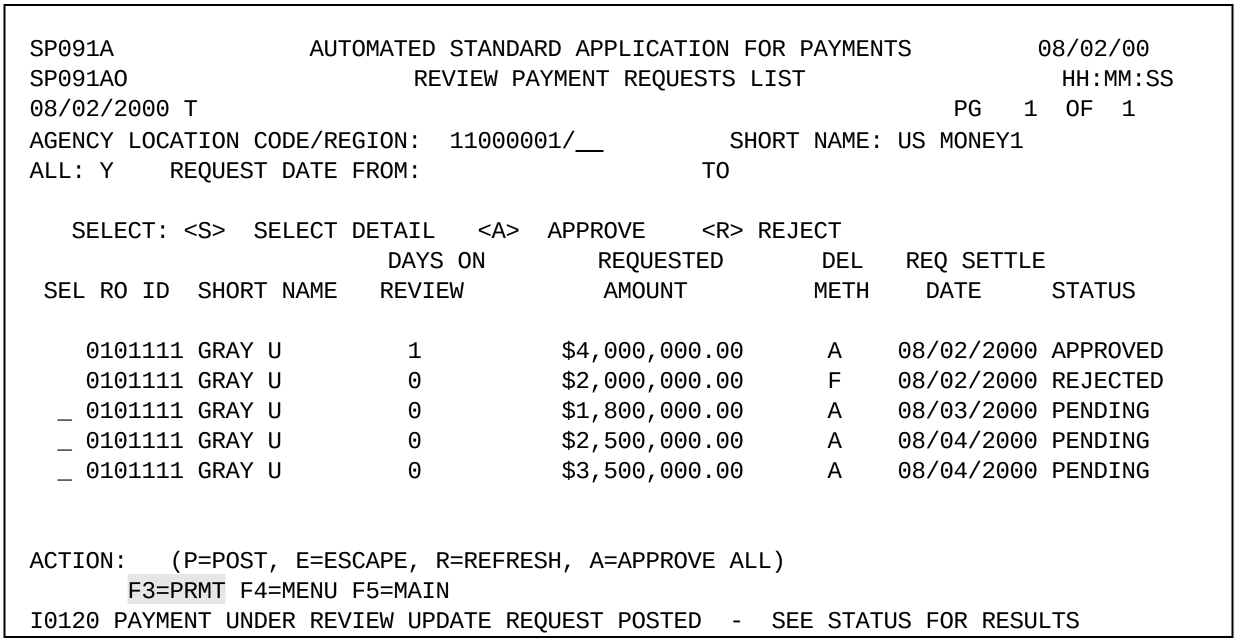
You have successfully approved one payment request and rejected another. The status column shows the actions you have taken. Notice the message at the bottom of the screen - I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS



```
SP091A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP091AO                   REVIEW PAYMENT REQUESTS LIST                  HH:MM:SS
08/02/2000 T                                                     PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                   TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED       DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT         METH    DATE     STATUS

    0101111 GRAY U         1          $4,000,000.00      A    08/02/2000 APPROVED
    0101111 GRAY U         0          $2,000,000.00      F    08/02/2000 REJECTED
  _ 0101111 GRAY U         0          $1,800,000.00      A    08/03/2000 PENDING
  _ 0101111 GRAY U         0          $2,500,000.00      A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00      A    08/04/2000 PENDING

ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
       F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 3: ACTION

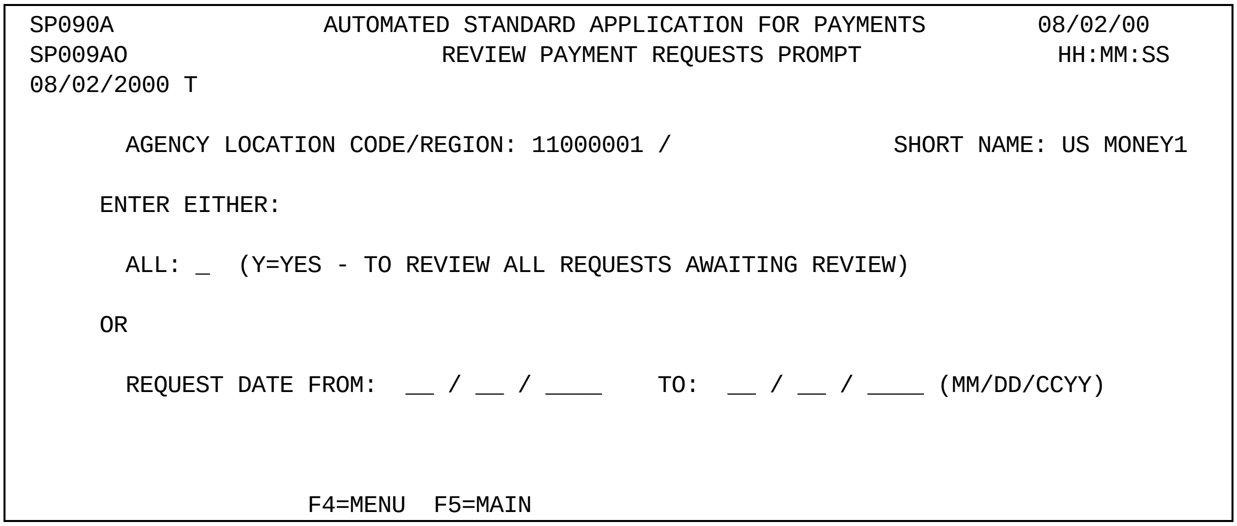
Press F3=PRMT to return to the Review Payment Requests Prompt



```
SP091A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP091AO                   REVIEW PAYMENT REQUESTS LIST                   HH:MM:SS
08/02/2000 T                                                      PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED       DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT         METH    DATE     STATUS

    0101111 GRAY U         1          $4,000,000.00      A    08/02/2000 APPROVED
    0101111 GRAY U         0          $2,000,000.00      F    08/02/2000 REJECTED
  _ 0101111 GRAY U         0          $1,800,000.00      A    08/03/2000 PENDING
  _ 0101111 GRAY U         0          $2,500,000.00      A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00      A    08/04/2000 PENDING


ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
       F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 3: RESULT

The Review Payment Requests Prompt screen appears.



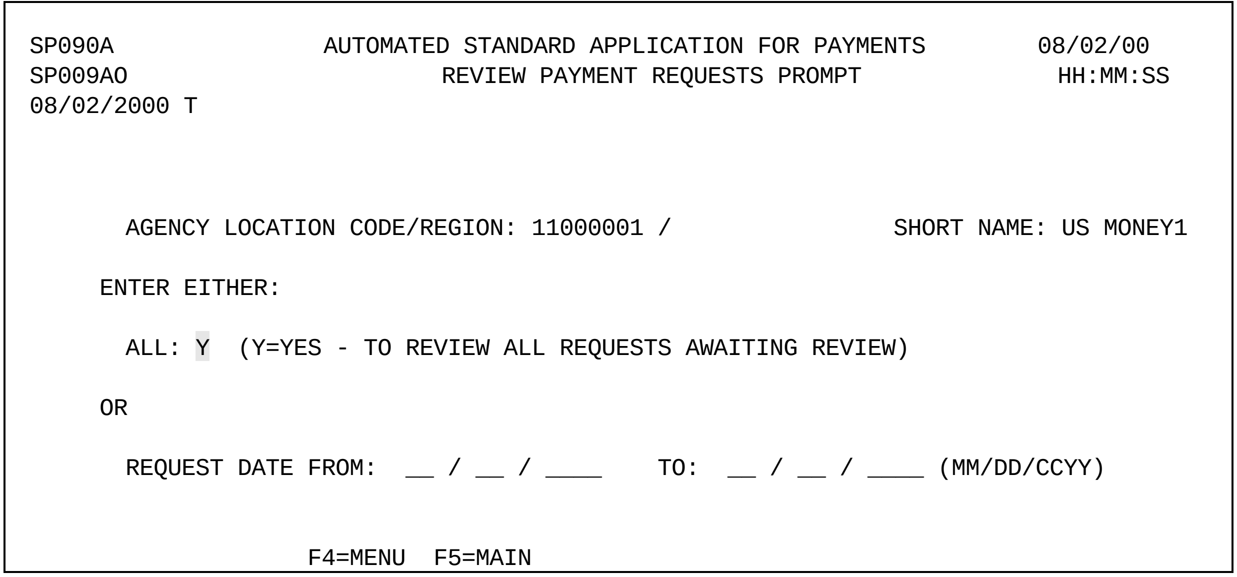
```
SP090A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP009AO                      REVIEW PAYMENT REQUESTS PROMPT             HH:MM:SS
08/02/2000 T

       AGENCY LOCATION CODE/REGION: 11000001 /                SHORT NAME: US MONEY1

     ENTER EITHER:

       ALL: _  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

     OR

       REQUEST DATE FROM:  __ / __ / ____    TO:  __ / __ / ____ (MM/DD/CCYY)



                    F4=MENU  F5=MAIN
```

EXAMPLE TWO

Using the Review Payment Request Feature we will view the items within a payment request and approve the amount requested for two accounts and reject the amount requested for one account. All the amounts requested for a single payment request must be approved or rejected at the same time.

STEP 1: ACTION

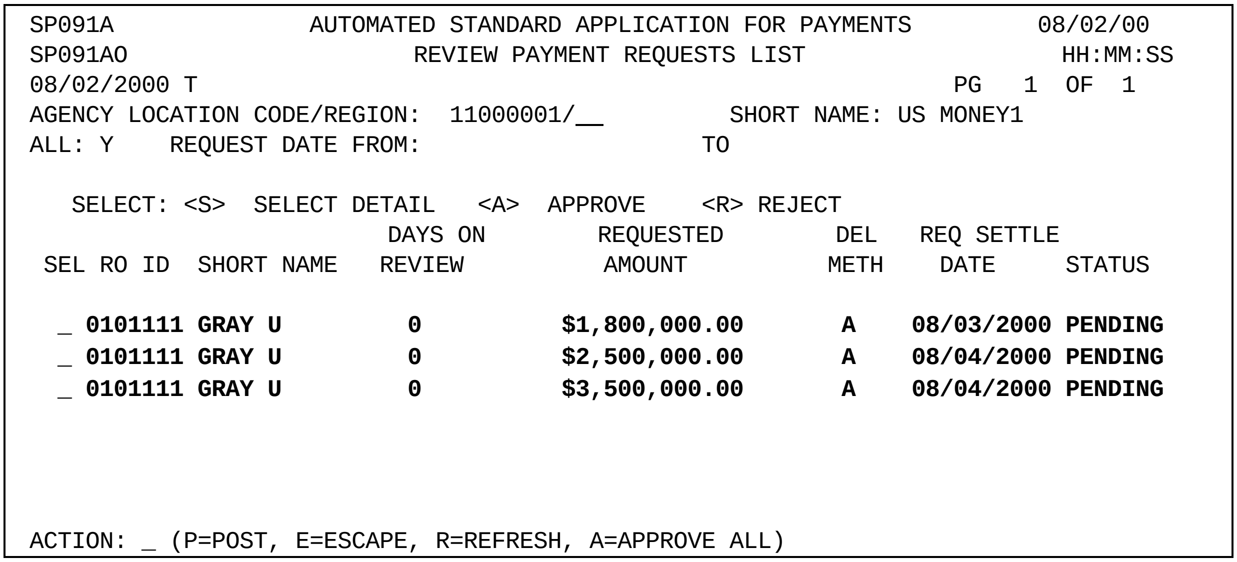
On the Review Payment Requests Prompt screen, enter either Y for Yes (to view all payment requests awaiting review) or a date range (to only display payment requests awaiting review that were requested during the specified period. The example below shows Y for Yes entered in the All field.



```
SP090A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP009AO                       REVIEW PAYMENT REQUESTS PROMPT              HH:MM:SS
08/02/2000 T



       AGENCY LOCATION CODE/REGION: 11000001 /                SHORT NAME: US MONEY1

     ENTER EITHER:

       ALL: Y  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

     OR

       REQUEST DATE FROM:  __ / __ / ____    TO:  __ / __ / ____ (MM/DD/CCYY)


                    F4=MENU  F5=MAIN
```

STEP 1: RESULT

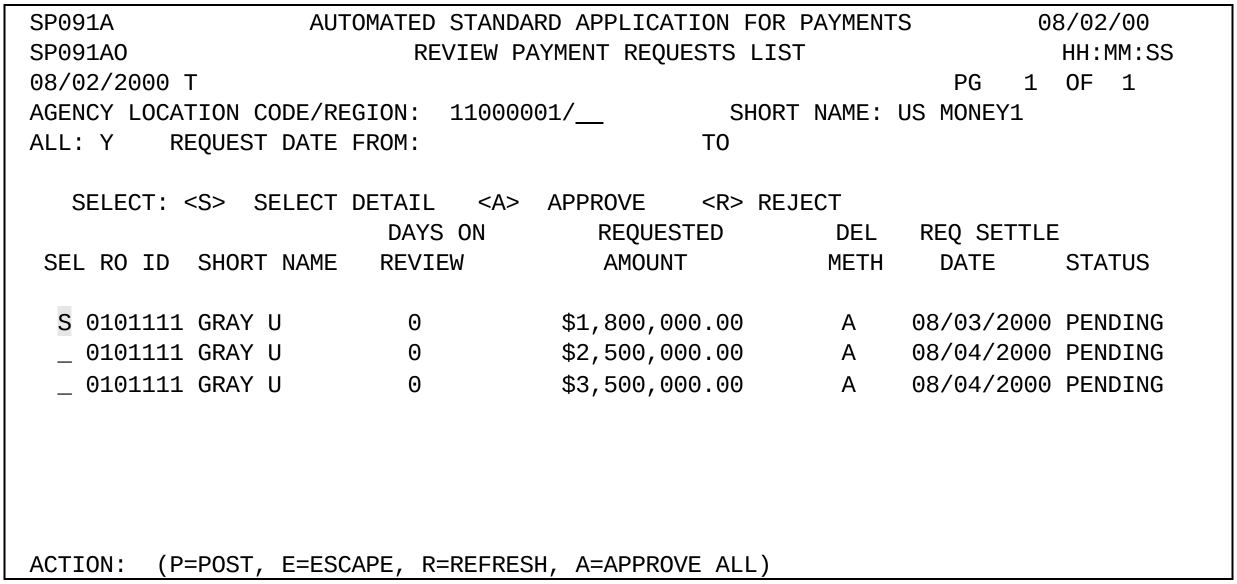
The Review Payment Requests List screen appears. Notice that the two payment requests reviewed in Example 1 are no longer displayed because their status is not “pending”.



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP091AO                     REVIEW PAYMENT REQUESTS LIST                  HH:MM:SS
08/02/2000 T                                                      PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT         METH    DATE     STATUS

  _ 0101111 GRAY U         0         $1,800,000.00       A    08/03/2000 PENDING
  _ 0101111 GRAY U         0         $2,500,000.00       A    08/04/2000 PENDING
  _ 0101111 GRAY U         0         $3,500,000.00       A    08/04/2000 PENDING




ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 2: ACTION

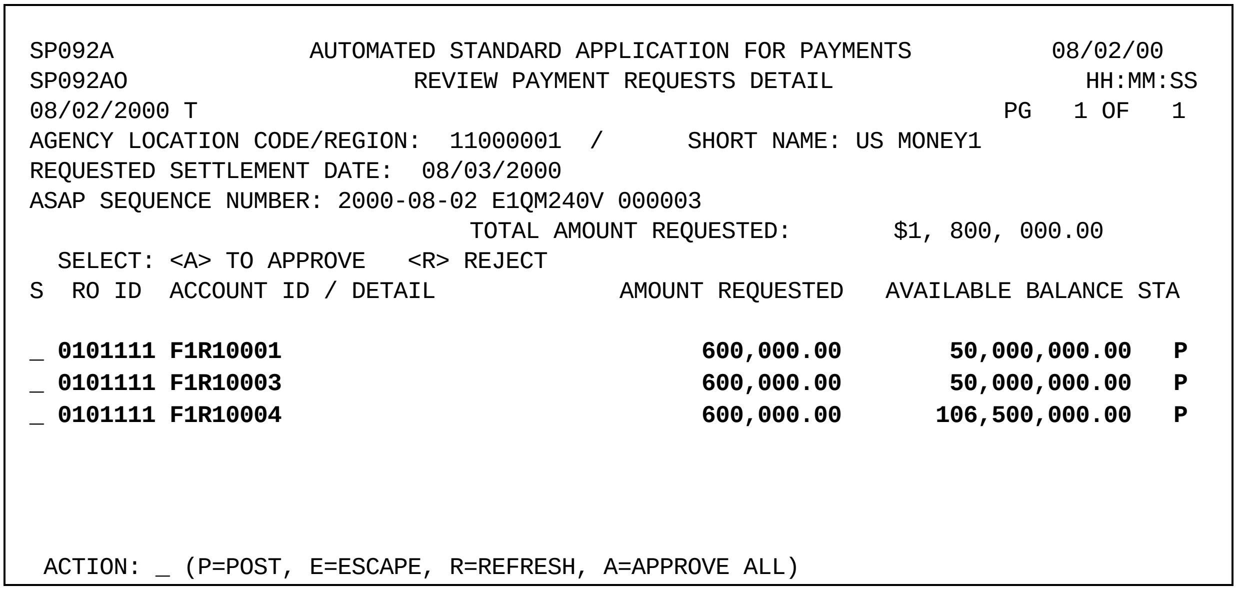
Type an S in the SEL (Select) column to select the first item on the list. Press Enter.



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                   HH:MM:SS
08/02/2000 T                                                      PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                          DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT          METH    DATE     STATUS

  S 0101111 GRAY U         0          $1,800,000.00       A    08/03/2000 PENDING
  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 PENDING





ACTION:  (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 2: RESULT

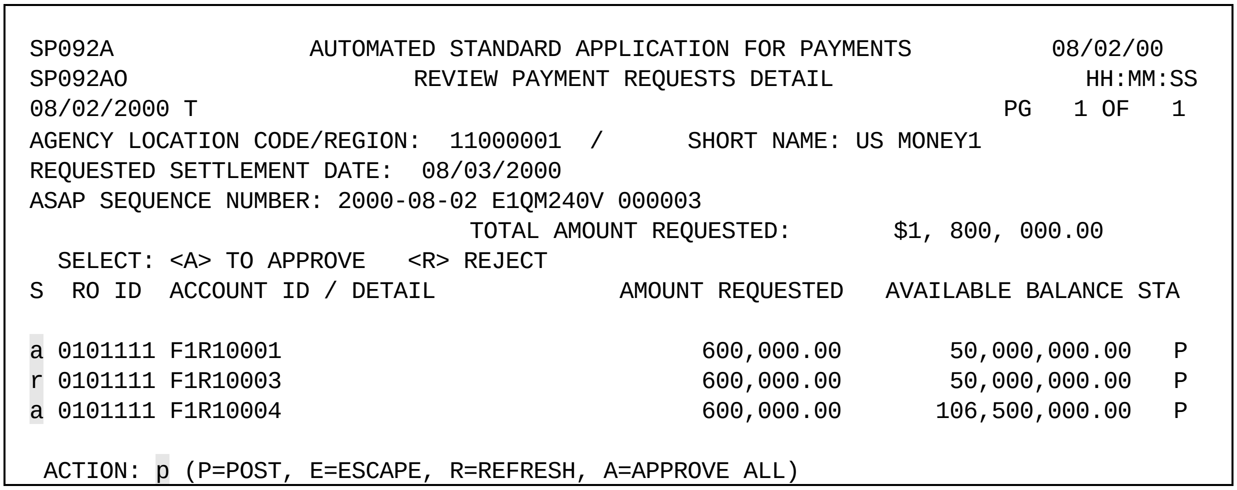
The Review Payment Requests Detail screen appears, showing you the items contained in the selected payment request.



```
SP092A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP092AO                    REVIEW PAYMENT REQUESTS DETAIL                  HH:MM:SS
08/02/2000 T                                                          PG   1 OF   1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE:  08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
                               TOTAL AMOUNT REQUESTED:        $1, 800, 000.00
  SELECT: <A> TO APPROVE   <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL             AMOUNT REQUESTED   AVAILABLE BALANCE STA

_ 0101111 F1R10001                              600,000.00        50,000,000.00   P
_ 0101111 F1R10003                              600,000.00        50,000,000.00   P
_ 0101111 F1R10004                              600,000.00       106,500,000.00   P




 ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 3: ACTION

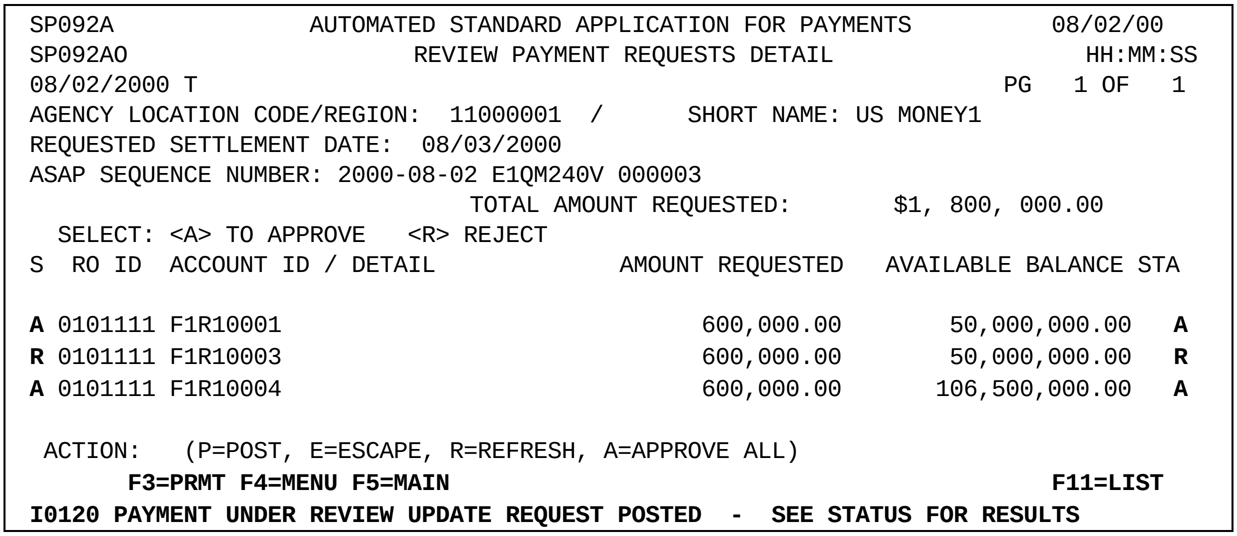
Type an A to approve in the S (Select) column next to the first and third items in the request, and an R to reject in the S column next to the second item in the request. Tab to the Action field and enter a P to Post. Press Enter.



```
SP092A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP092AO                    REVIEW PAYMENT REQUESTS DETAIL                    HH:MM:SS
08/02/2000 T                                                          PG   1 OF   1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE:  08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
                               TOTAL AMOUNT REQUESTED:       $1, 800, 000.00
  SELECT: <A> TO APPROVE   <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL             AMOUNT REQUESTED   AVAILABLE BALANCE STA

a 0101111 F1R10001                              600,000.00       50,000,000.00   P
r 0101111 F1R10003                              600,000.00       50,000,000.00   P
a 0101111 F1R10004                              600,000.00      106,500,000.00   P

 ACTION: p (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 3: RESULT

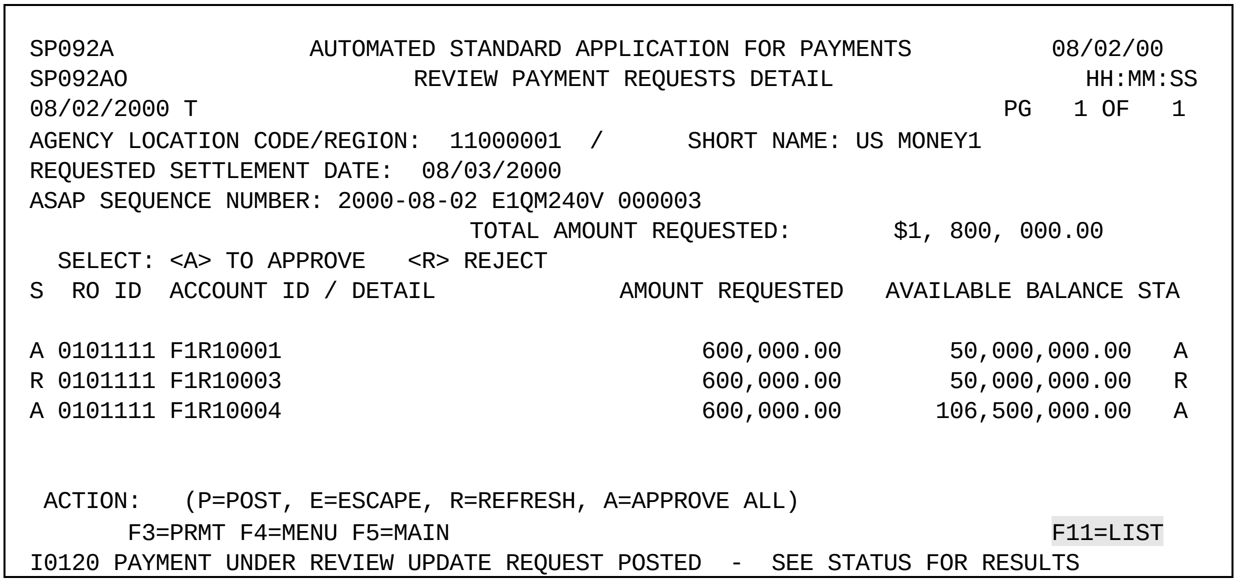
You have successfully approved the amount requested for two accounts and rejected the amount requested for another. The status column shows the actions you have taken. Notice the message at the bottom of the screen - I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS



```
SP092A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP092AO                    REVIEW PAYMENT REQUESTS DETAIL                    HH:MM:SS
08/02/2000 T                                                          PG   1 OF   1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE:  08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
                               TOTAL AMOUNT REQUESTED:       $1, 800, 000.00
  SELECT: <A> TO APPROVE   <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL             AMOUNT REQUESTED   AVAILABLE BALANCE STA

A 0101111 F1R10001                              600,000.00       50,000,000.00   A
R 0101111 F1R10003                              600,000.00       50,000,000.00   R
A 0101111 F1R10004                              600,000.00      106,500,000.00   A

 ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
       F3=PRMT F4=MENU F5=MAIN                                          F11=LIST
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 4: ACTION

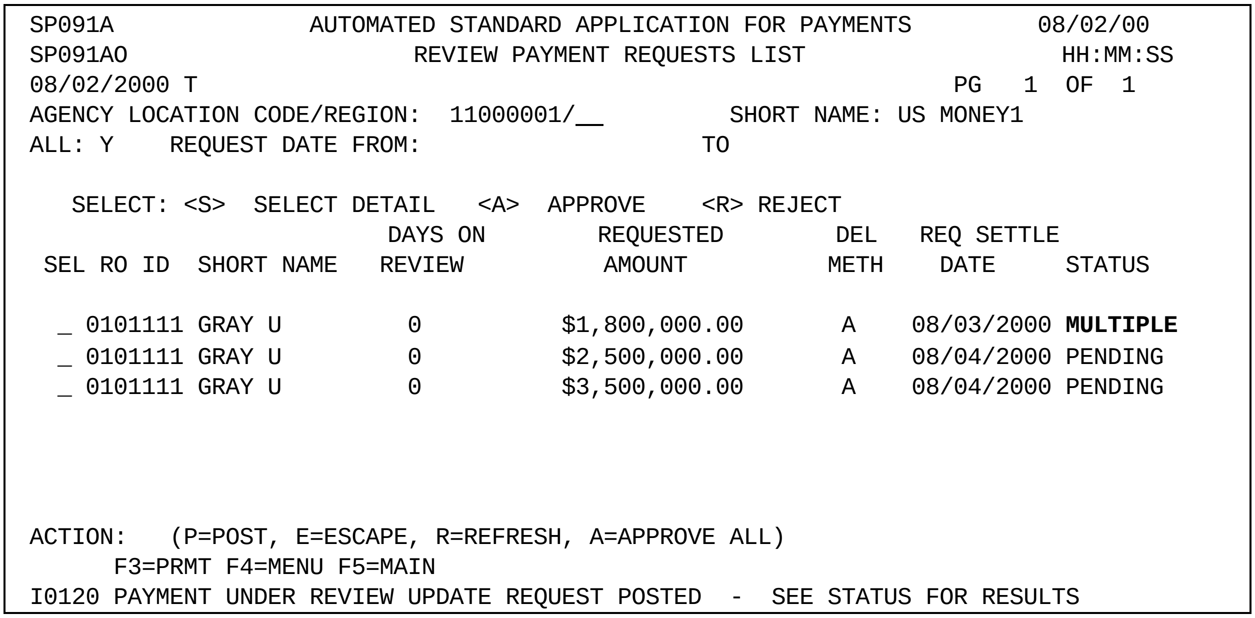
Press F11=LIST to return to the Review Payment Requests List screen..



```
SP092A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP092AO                    REVIEW PAYMENT REQUESTS DETAIL                 HH:MM:SS
08/02/2000 T                                                         PG   1 OF   1
AGENCY LOCATION CODE/REGION:  11000001  /      SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE:  08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
                               TOTAL AMOUNT REQUESTED:       $1, 800, 000.00
  SELECT: <A> TO APPROVE   <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL             AMOUNT REQUESTED   AVAILABLE BALANCE STA

A 0101111 F1R10001                              600,000.00       50,000,000.00   A
R 0101111 F1R10003                              600,000.00       50,000,000.00   R
A 0101111 F1R10004                              600,000.00      106,500,000.00   A


 ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
       F3=PRMT F4=MENU F5=MAIN                                          F11=LIST
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 4: RESULT

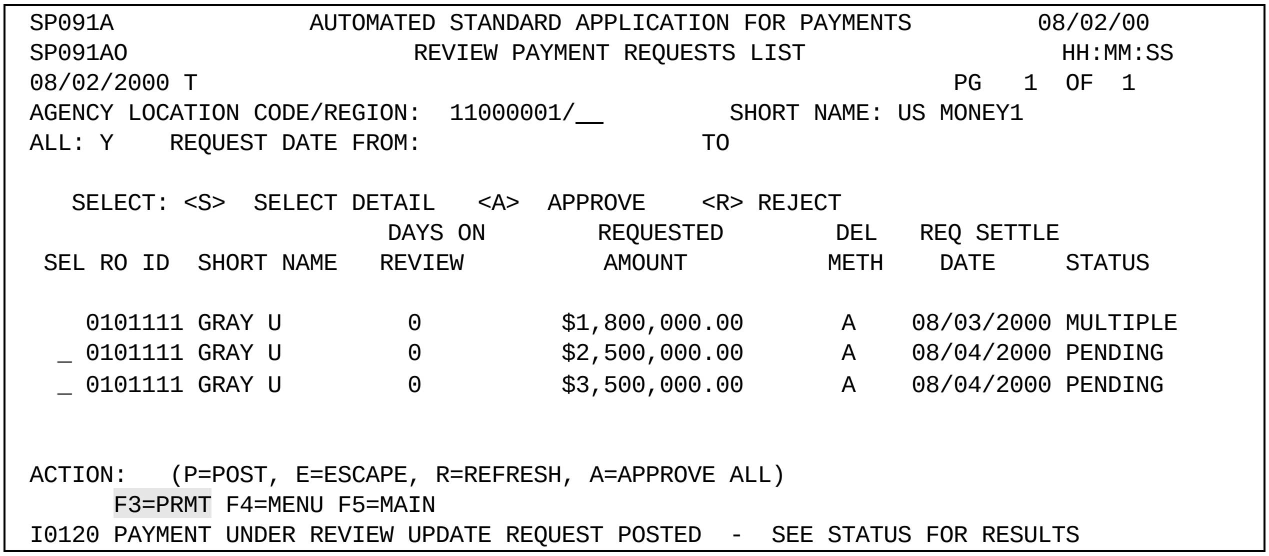
The Review Payment Requests List screen appears. Notice that the status of the payment request is multiple to indicate that the amounts requested from some accounts have been approved and some rejected.



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                 HH:MM:SS
08/02/2000 T                                                      PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__        SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT         METH    DATE     STATUS

  _ 0101111 GRAY U         0          $1,800,000.00       A    08/03/2000 MULTIPLE
  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 PENDING




ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
      F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 5: ACTION

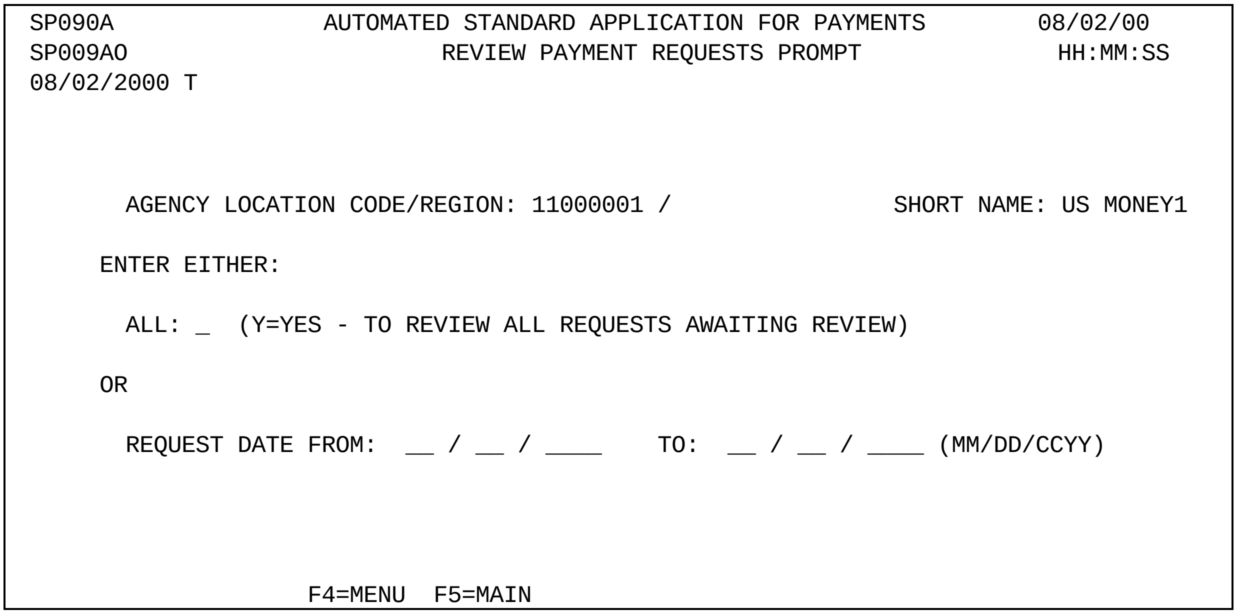
Press F3=PRMT to return to the Review Payment Requests Prompt



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                  HH:MM:SS
08/02/2000 T                                                      PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__        SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                          DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW           AMOUNT          METH    DATE     STATUS

    0101111 GRAY U         0          $1,800,000.00       A    08/03/2000 MULTIPLE
  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 PENDING


ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
      F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 5: RESULT

The Review Payment Requests Prompt screen appears.



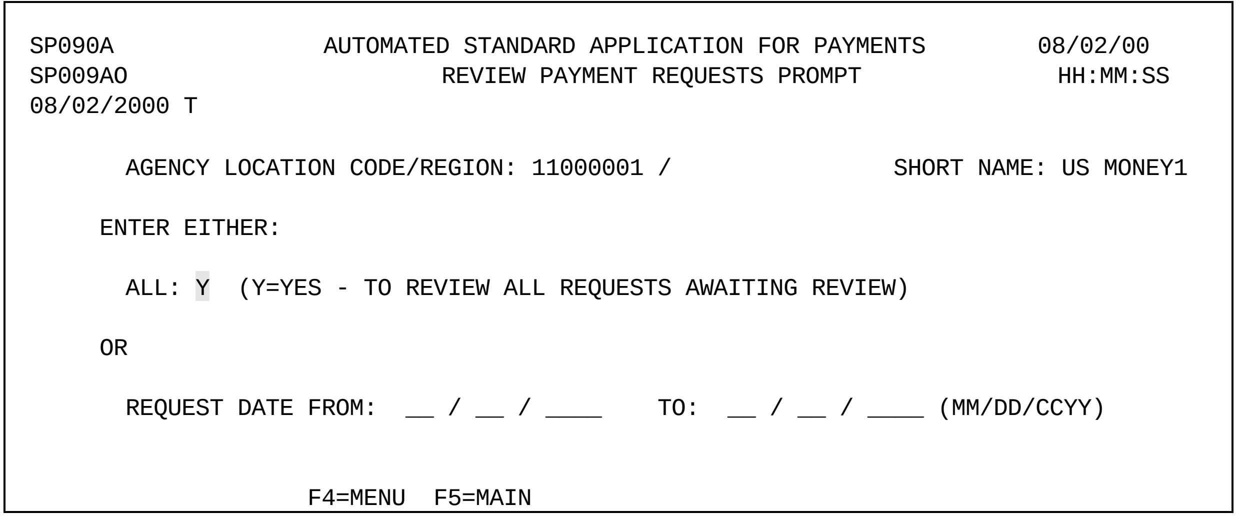
```
SP090A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP009AO                      REVIEW PAYMENT REQUESTS PROMPT            HH:MM:SS
08/02/2000 T



       AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME: US MONEY1

     ENTER EITHER:

       ALL: _  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

     OR

       REQUEST DATE FROM:  __ / __ / ____    TO:  __ / __ / ____ (MM/DD/CCYY)




                    F4=MENU  F5=MAIN
```

EXAMPLE THREE

Using the Review Payment Request Feature we will approve all the pending payment requests.

STEP 1: ACTION

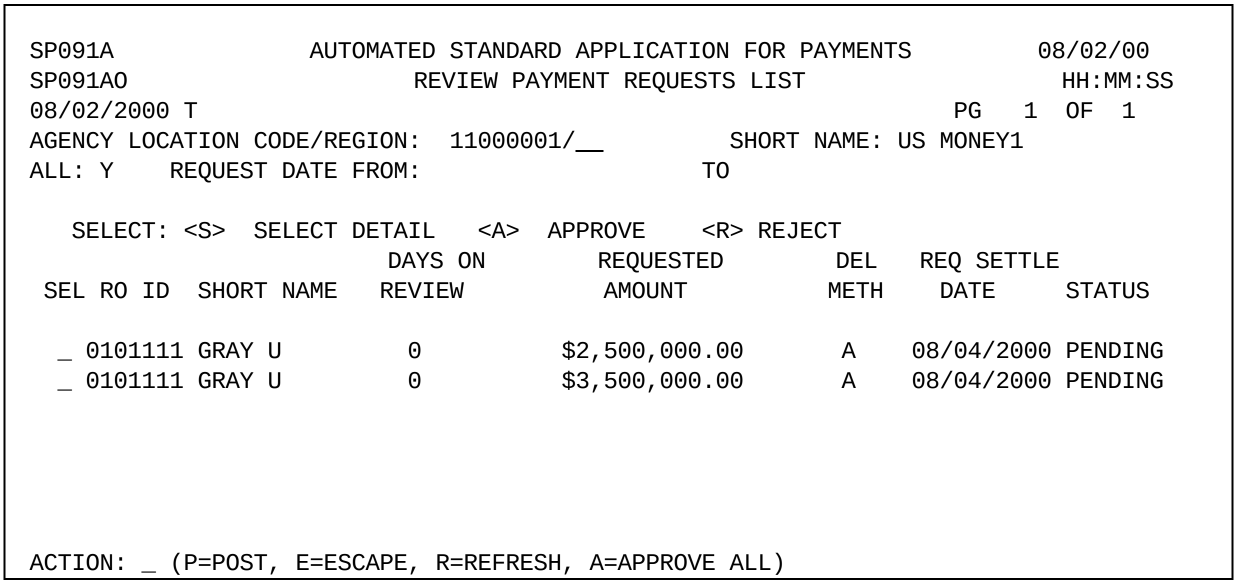
On the Review Payment Requests Prompt screen, enter either Y for Yes (to view all payment requests awaiting review) or a date range (to only display payment requests awaiting review that were requested during the specified period. The example below shows Y for Yes entered in the All field.



```
SP090A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP009AO                      REVIEW PAYMENT REQUESTS PROMPT              HH:MM:SS
08/02/2000 T

       AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME: US MONEY1

     ENTER EITHER:

       ALL: Y  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

     OR

       REQUEST DATE FROM:  __ / __ / ____    TO:  __ / __ / ____ (MM/DD/CCYY)


                    F4=MENU  F5=MAIN
```

STEP 1: RESULT

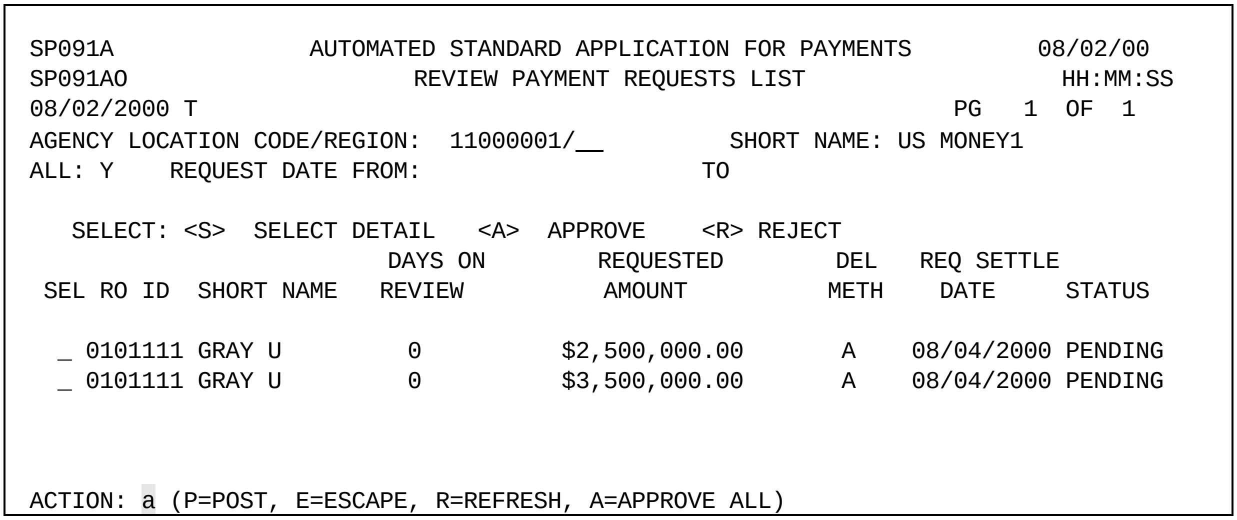
The Review Payment Requests List screen appears, showing only the requests that are in “pending” status.



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                  HH:MM:SS
08/02/2000 T                                                      PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                          DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT          METH    DATE     STATUS

  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 PENDING





ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 2: ACTION

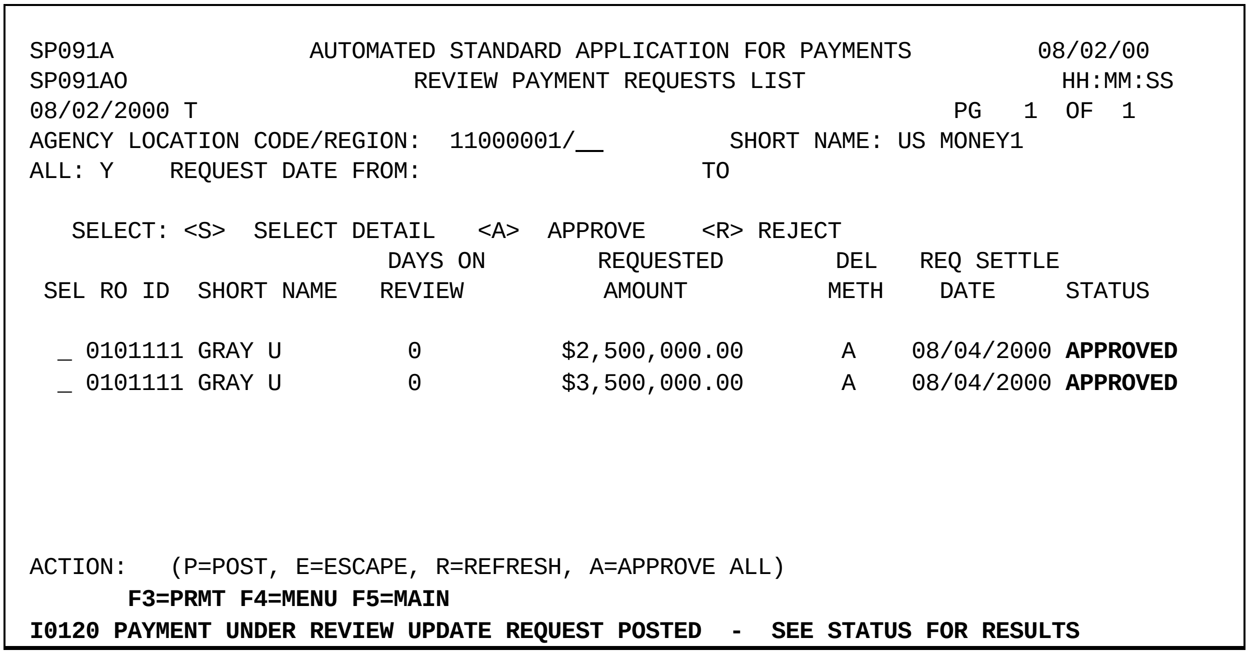
Tab to the Action field and enter an A to Approve All. Press Enter.



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                   HH:MM:SS
08/02/2000 T                                                       PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT          METH    DATE     STATUS

  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 PENDING
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 PENDING



ACTION: a (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

STEP 2: RESULT

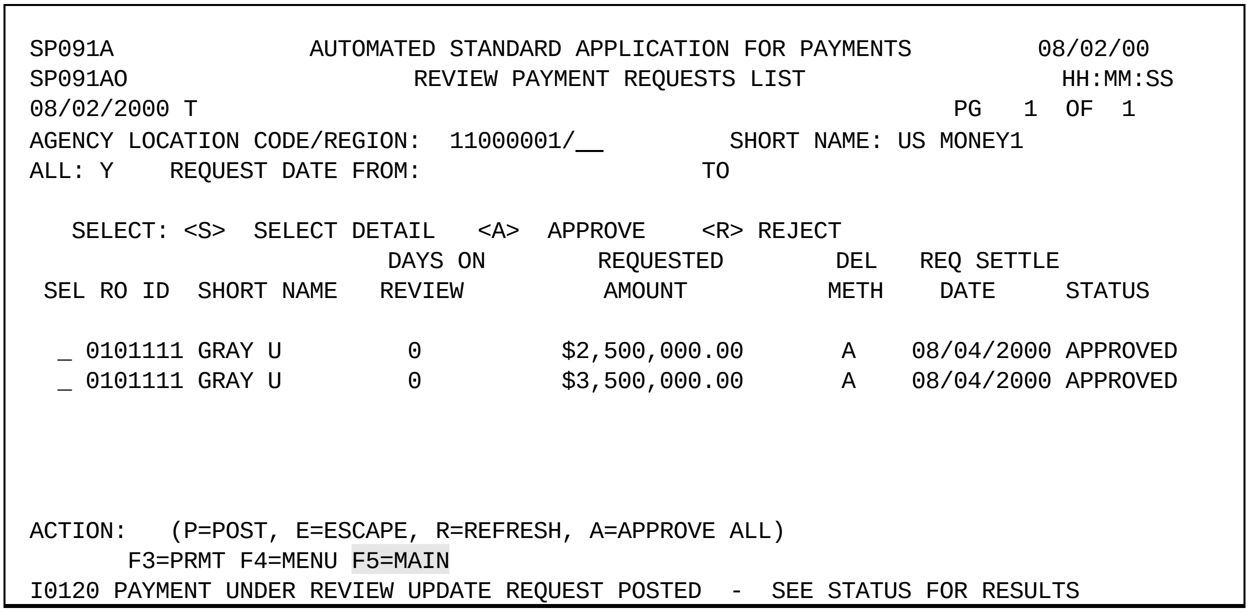
You have successfully approved all the remaining payment requests. The status column shows the actions you have taken. Notice the message at the bottom of the screen - I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                   HH:MM:SS
08/02/2000 T                                                       PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__         SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT          METH    DATE     STATUS

  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 APPROVED
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 APPROVED





ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
       F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 3: ACTION

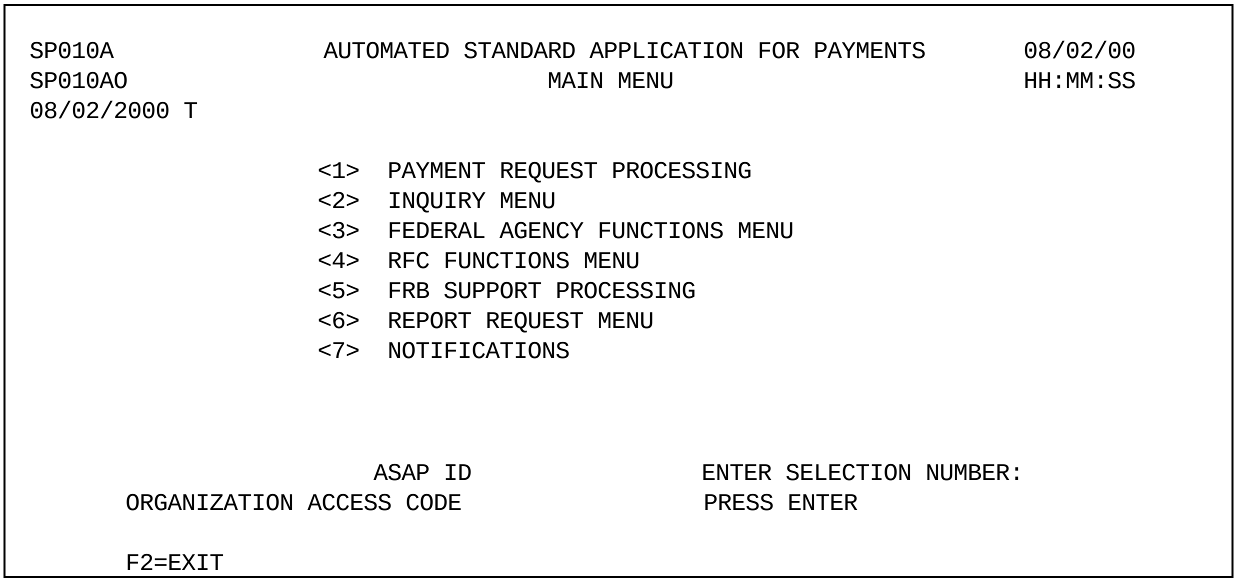
Press F5=MAIN to return to the Main Menu.



```
SP091A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP091AO                    REVIEW PAYMENT REQUESTS LIST                  HH:MM:SS
08/02/2000 T                                                    PG   1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/__        SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                    TO

   SELECT: <S>  SELECT DETAIL   <A>  APPROVE    <R> REJECT
                         DAYS ON        REQUESTED        DEL   REQ SETTLE
 SEL RO ID  SHORT NAME   REVIEW          AMOUNT          METH    DATE     STATUS

  _ 0101111 GRAY U         0          $2,500,000.00       A    08/04/2000 APPROVED
  _ 0101111 GRAY U         0          $3,500,000.00       A    08/04/2000 APPROVED




ACTION:   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
       F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED  -  SEE STATUS FOR RESULTS
```

STEP 3: RESULT

The Main Menu appears



```
SP010A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP010AO                               MAIN MENU                         HH:MM:SS
08/02/2000 T

                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS



                        ASAP ID                ENTER SELECTION NUMBER:
        ORGANIZATION ACCESS CODE               PRESS ENTER

        F2=EXIT
```

CHAPTER 8:

DRAWING FUNDS

PURPOSE

In this chapter, you will learn how to use the ASAP system to draw funds and to cancel warehoused payment requests.

REVIEW

Funds are typically drawn by Payment Requestors. In certain instances, a Federal Agency may be granted authority to initiate payment requests, and thus act as a Payment Requestor, on behalf of a recipient organization. The Federal Agency is required to officially request approval for this authority, in writing, from the Financial Management Service (FMS). The written request must include a business case documenting the need for this capability, and must also address internal controls to ensure its proper use. The request must be signed by a Certifying Officer of the Federal Agency as established on an FMS 210, Designation for Certifying Officer. The Federal Agency shall send the request to the mailing address of the ASAP Staff at the servicing FMS Regional Financial Center (RFC). Prior to submitting written request, it is suggested that the Federal Agency discuss this matter by telephone with the RFC ASAP staff. This chapter highlights how Federal Agencies may use ASAP to initiate payment requests on behalf of their Recipients, and how the payment request process works.

DRAWING FUNDS

In order to make a payment request using ASAP, you will need to make a number of decisions, guided by the menu and prompt screens that you see.

1 - *ASAP Request Processes*: There are two methods of requesting funds presented on the Payment Request Processing menu:

Master Payment Request Prompt. This payment request method allows you to specify an ALC and Recipient ID on the prompt, and see all accounts associated with that combination on a payment request entry screen. You may request funds from any or all accounts displayed on the list. This is the only payment request method available to Federal Agency users.

Template Payment Request Prompt: Payment Requestors may use templates, i.e. custom-built lists to draw from selected accounts. Templates are established using the Create Payment Requestor Template Prompt on the Payment Request Processing menu. Federal Agencies may NOT create and use templates.

2 - *Payment Packaging*: Choose one of these two options:

Individual payments, which means a separate transfer of funds to the Recipient's financial institution for EACH draw against EACH ASAP Account. Choose individual payments if the Recipient wants to have each ACH or Fedwire payment appear as a separate deposit to their bank account.

Additionally, you may assign a different **Requestor Reference Number** to each payment.

Summary payments, which means ONE transfer of funds to the Recipient financial institution for draws from multiple ASAP Accounts. Choose summary payments if you want to consolidate draws from several ASAP Accounts into one deposit to the Recipient's bank account.

- Summary payments are for ACH and FEDWIRE transactions.
- The summary packaging option allows you to assign one **Requestor Reference Number** to the entire summary payment.

3 - *Payment Delivery Method*: Choose either FEDWIRE or ACH:

< All same-day ASAP payments are made via FEDWIRE. There is limited remittance information transmitted with each FEDWIRE payment. FEDWIRE payments can be packaged either individually or as a summary payment.

< All ACH ASAP payments are made via the Automated Clearing House (ACH) in the Corporate Trade Exchange (CTX) format. All ACH payments made via ASAP carry detailed **remittance information** in the addenda of the CTX payment record. The remittance information allows for the identification of each draw from each ASAP Account comprising the ACH payment. The remittance information is carried in a complete EDI transaction set (ANSI X12 820, version 3040) which can be processed electronically.

Consult the **ASAP Payment Formats Package** for more information. It is located on the ASAP Web site at http://www.fms.treas.gov/asap/pay-intro.html or contact your servicing RFC for a hard copy.

4 - *Settlement date*:

< **Same-day FEDWIRE** payment. Funds settle at the Recipient's financial institution within minutes after your request is made and approved in ASAP. You may request same-day payments from 8:00 a.m. through 5:45 p.m. Eastern time.

NOTE: The Recipient's financial institution will charge a fee to the Recipient to receive FEDWIRE payments. Please make sure that the Recipient is willing to incur this cost if you are requesting a FEDWIRE payment on the Recipient's behalf. Summary FEDWIRE is intended to reduce costs.

< **Next-day ACH** payment. You may request funds to settle at the Recipient's financial institution on the morning of the next business day after your request is made and approved in ASAP.

< **Future-day (warehoused) ACH** payment. You may request future-day payments for settlement at the Recipient's financial institution up to 32 calendar days from the date of the request.

NOTE: You may request ACH payments from 8:00 a.m. through 11:59 p.m. Eastern time. ACH payments settle at 8:30 a.m. on the business day you selected for settlement. Along with the capability to request future dated ACH payments, users are able to cancel pending ACH payments. A pending payment is defined as a future day ACH payment that has been approved, but has not yet been sent to the ACH system. If a payment is canceled, the available balance(s) for the affected account(s) will be automatically updated. Users have immediate access to these funds. In the event that a warehoused payment request needs to be changed, the original payment must be canceled and a new payment request initiated.

! All payment requests in ASAP are **approved or rejected immediately unless subject to Agency Review**. The available balance of each ASAP Account affected is decreased by the amount of the request as soon as the request is approved (posted), even though the actual transfer of funds occurs later in the day, the next business day or a future date.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Payment Request Processing function and are worth special mention here.

< **Type of Payment** - This 1-character field allows you to specify how you want your draws packaged. Type "S" for summary payments or "I" for individual payments.

< **Payment Delivery Method** - This 1-character field allows you to specify the method that you want your payments delivered. Type "A" for payments to be delivered via ACH or "F" for payments to be delivered via FEDWIRE.

< **Settlement Date** - The date on which you want the funds you draw to settle at the Recipient's financial institution. For FEDWIRE, you must select the current date. For ACH, you must specify a business day from 1 to 32 calendar days from the current date. Note that all year fields in ASAP are four-digit fields (i.e., "2000" instead of "00") .

< **Requestor Reference Number** - an identifier of your choosing, from 1 to 15 characters, which you may assign to individual payments (FEDWIRE or ACH) or to an entire summary payment (ACH or FEDWIRE).

< **Cash on Hand** - an optional field for you to use as needed to indicate the amount of Federal funds currently in the Recipient's bank account.

< **ASAP Sequence Number** - an identifier assigned by the ASAP system when a payment request is approved. It consists of the following:

Date - the date the request was approved.

Terminal ID - indicates the node name of the CQ or Fedline/3270 software used to initiate the request.

Sequence # - a sequential number used to identify the session during which the request was made on a given terminal and date.

Time - the time when the request was posted.

A "session" consists of entering and **posting** a payment request. For that reason, when you post a summary request, the system assigns one ASAP Sequence Number to the **entire** summary payment. For individual payment requests, one ASAP Sequence Number is assigned to each **page** of draws.

< **ITM#** - Item numbers identify the draws from ASAP Accounts within each request session.

< **Total Amount Requested** -on summary requests, the user-entered sum of all draw amounts comprising the summary request.

< **Total Amount Entered** -on summary requests, a system calculated sum of all draw amounts comprising the summary request.

< **Bank Acct** - if the payment requestor has multiple banking relationships defined on its Payment Requestor profile, you use this field to select which bank account the payment will be credited to. This is a one-character field, which you use to select from one of four possible ACH or FEDWIRE bank accounts.

ACTION FIELDS TO NOTE

On the payment request screens, you will see an Action field. The Action field allows you to tell the system what to do with the data that you have keyed in on the screen. Action field values and their corresponding meaning are listed below.

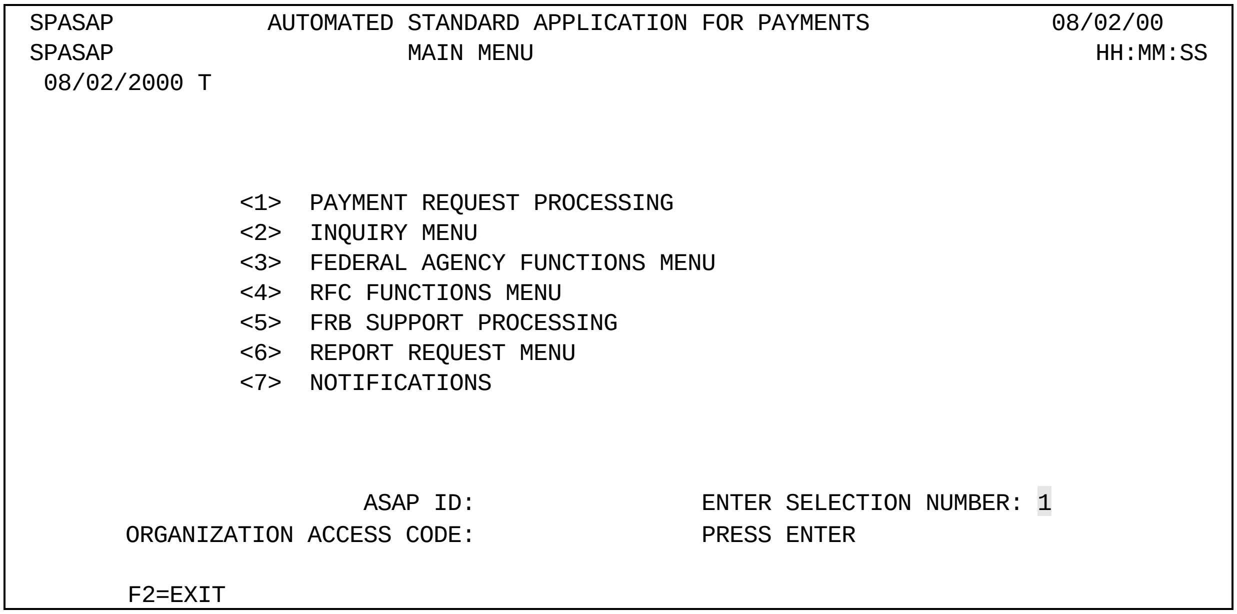
Action Field Value	Result
P=POST	The system edits your entries for errors, and returns any error messages to the screen. If no errors are found, your entry is processed and the database is updated.
V=VALIDATE	The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. However, the entries are not processed and the database is not updated.
R=REFRESH	All data that you have entered on the screen is erased.
E=ESCAPE	Indicates that you wish to leave the screen without posting any data.
J=JUMP	When you have multiple pages of data, this allows you to specify a page to “jump”to, rather than using the F8=PGDN key or F7=PGUP key to move between pages.

GETTING STARTED

In this chapter, you will learn how to use the **MASTER** payment request process and the Payment Cancellation feature. To get to the starting point for these examples, follow the step on the next page.

ACTION:

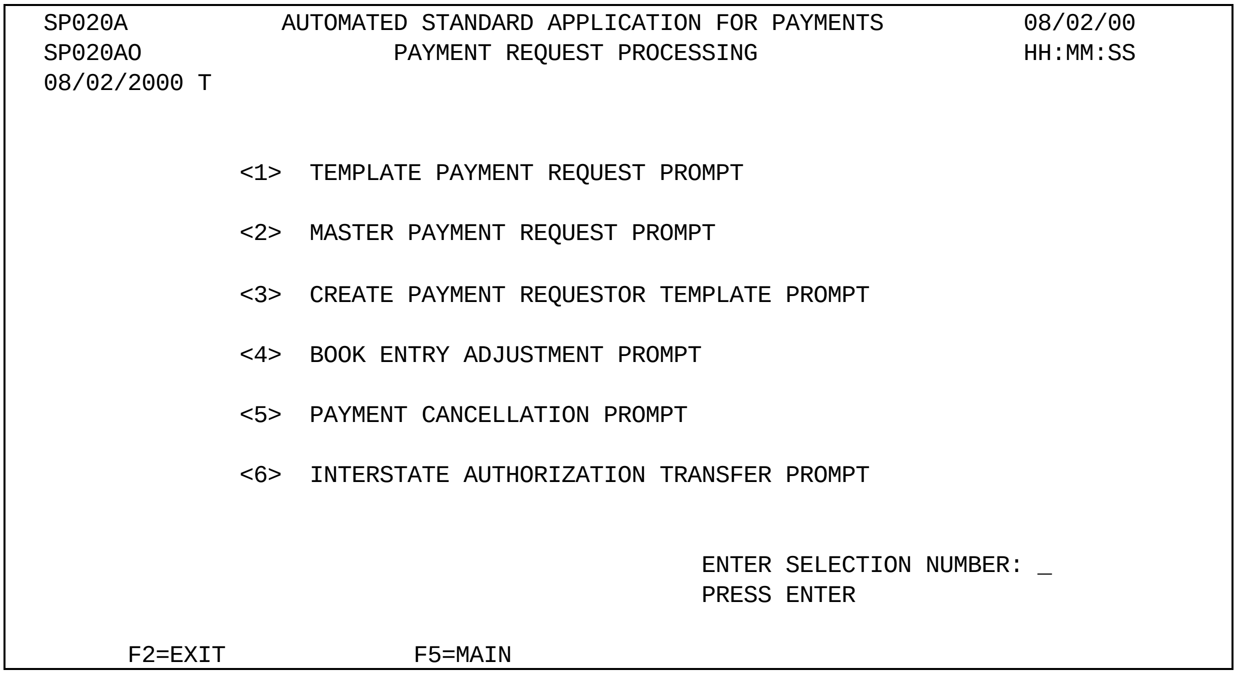
Type 1 for the Payment Request Processing option and press Enter.



```
SPASAP           AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SPASAP                     MAIN MENU                                        HH:MM:SS
 08/02/2000 T



               <1>  PAYMENT REQUEST PROCESSING
               <2>  INQUIRY MENU
               <3>  FEDERAL AGENCY FUNCTIONS MENU
               <4>  RFC FUNCTIONS MENU
               <5>  FRB SUPPORT PROCESSING
               <6>  REPORT REQUEST MENU
               <7>  NOTIFICATIONS



                        ASAP ID:                ENTER SELECTION NUMBER: 1
       ORGANIZATION ACCESS CODE:                PRESS ENTER

       F2=EXIT
```

RESULT:

The Payment Request Processing menu appears.



```
 SP020A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP020AO                  PAYMENT REQUEST PROCESSING                   HH:MM:SS
 08/02/2000 T


               <1>  TEMPLATE PAYMENT REQUEST PROMPT

               <2>  MASTER PAYMENT REQUEST PROMPT

               <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

               <4>  BOOK ENTRY ADJUSTMENT PROMPT

               <5>  PAYMENT CANCELLATION PROMPT

               <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                                ENTER SELECTION NUMBER: _
                                                PRESS ENTER

       F2=EXIT             F5=MAIN
```

SECTION 8.1
MASTER PAYMENT REQUESTS

PURPOSE

In this section you will learn how to use the Master Payment Request feature to create summary and individual payments.

MASTER LISTS OF ASAP ACCOUNTS

You can pull up portions of your Master List by specifying your Agency Location Code and the Recipient Organization on whose behalf you are requesting funds; in other words, by specifying two of the three component parts of the ASAP Account. The system will automatically display all Account IDs associated with that combination. You can then scroll through the Account IDs and request funds from any or all that you need, packaging your requests as either individual payments (one account, one payment) or summary payments (many accounts, one payment).

If you are drawing funds from Control account, you will need to request funds at the account detail level. Each account detail ID has a maximum length of 30 alphanumeric characters with no leading spaces. The Federal Agency has the ability to add up to 300 account details to a single ASAP account. The balance in the account is maintained at the account level. Payment requests and adjustments are made at the account detail level.

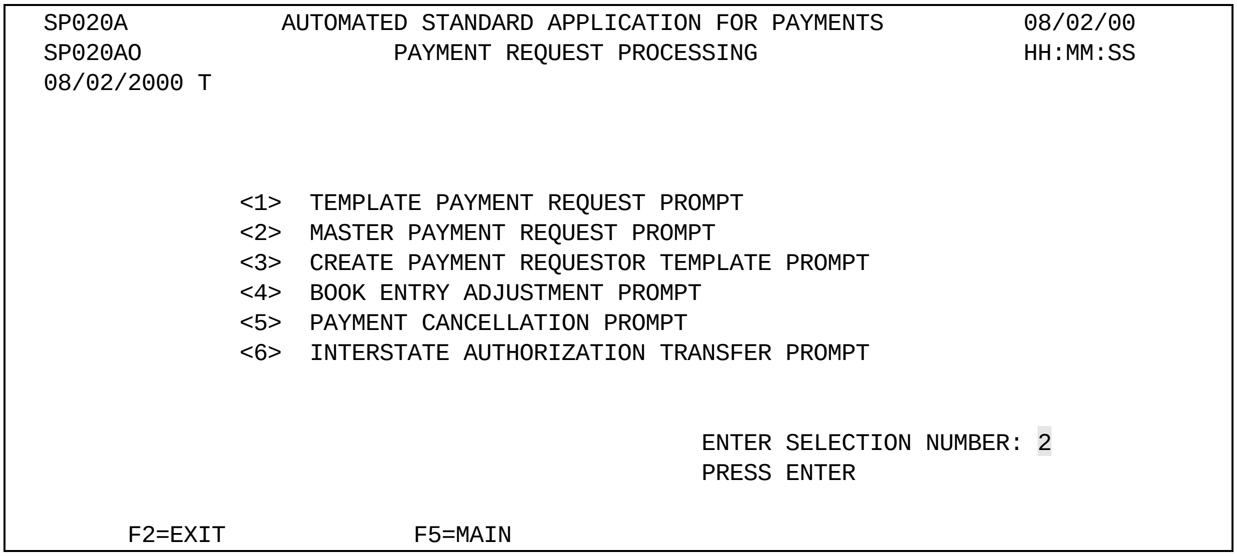
If a Cumulative Draw Limit is assigned to an Account Detail ID, funds can be withdrawn for that account detail up to the assigned amount within the limits of the account's available balance. If the Cumulative Draw Limit is left blank, funds can be withdrawn from that account detail up to the amount available.

In addition, Payment Requestors may supply multiple banking information to the servicing RFC. In that case you may need to select from one of four ACH or one of four FEDWIRE bank accounts when making a payment request.

The Examples in this section will illustrate how to draw funds using the Master Payment Request feature. To get to the starting point for each example, follow the step on the next page.

ACTION:

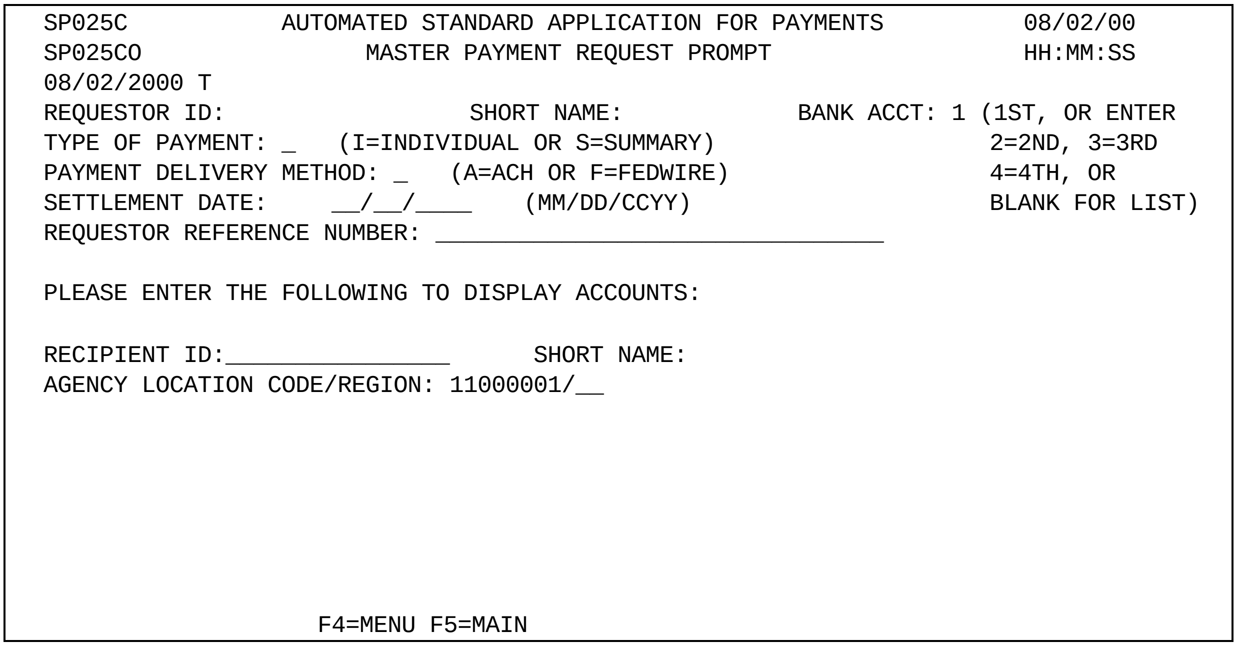
On the Payment Request Processing Menu, select menu option 2 for the Master Payment Request Prompt and press Enter.



```
SP020A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP020AO                  PAYMENT REQUEST PROCESSING                   HH:MM:SS
08/02/2000 T




              <1>  TEMPLATE PAYMENT REQUEST PROMPT
              <2>  MASTER PAYMENT REQUEST PROMPT
              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
              <4>  BOOK ENTRY ADJUSTMENT PROMPT
              <5>  PAYMENT CANCELLATION PROMPT
              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                               ENTER SELECTION NUMBER: 2
                                               PRESS ENTER

      F2=EXIT             F5=MAIN
```

RESULT:

The Master Payment Request Prompt appears.



```
SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO                MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
08/02/2000 T
REQUESTOR ID:                 SHORT NAME:            BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: _   (I=INDIVIDUAL OR S=SUMMARY)                   2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: _   (A=ACH OR F=FEDWIRE)                  4=4TH, OR
SETTLEMENT DATE:     __/__/____    (MM/DD/CCYY)                    BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: ________________________________

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:________________      SHORT NAME:
AGENCY LOCATION CODE/REGION: 11000001/__






                    F4=MENU F5=MAIN
```

SECTION 8.1.1

MASTER PAYMENT REQUESTS: SUMMARY PAYMENTS

GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Summary Payment Request to draw funds.

< Follow Example 1 to see how to request funds from standard accounts and control accounts.

< Follow Example 2 to see how a payment is warehoused for future settlement.

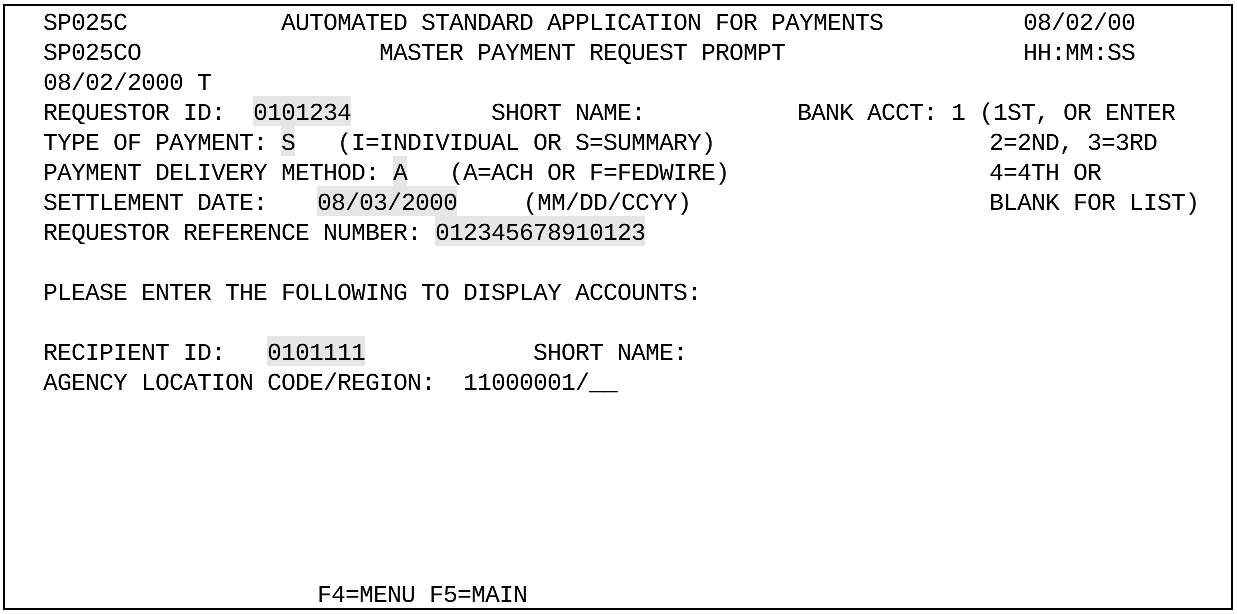
EXAMPLE ONE

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs. We are requesting a summary ACH payment.

- One Recipient Organization
- MORE THAN one screen of accounts
- Summary ACH payment

STEP 1: ACTION

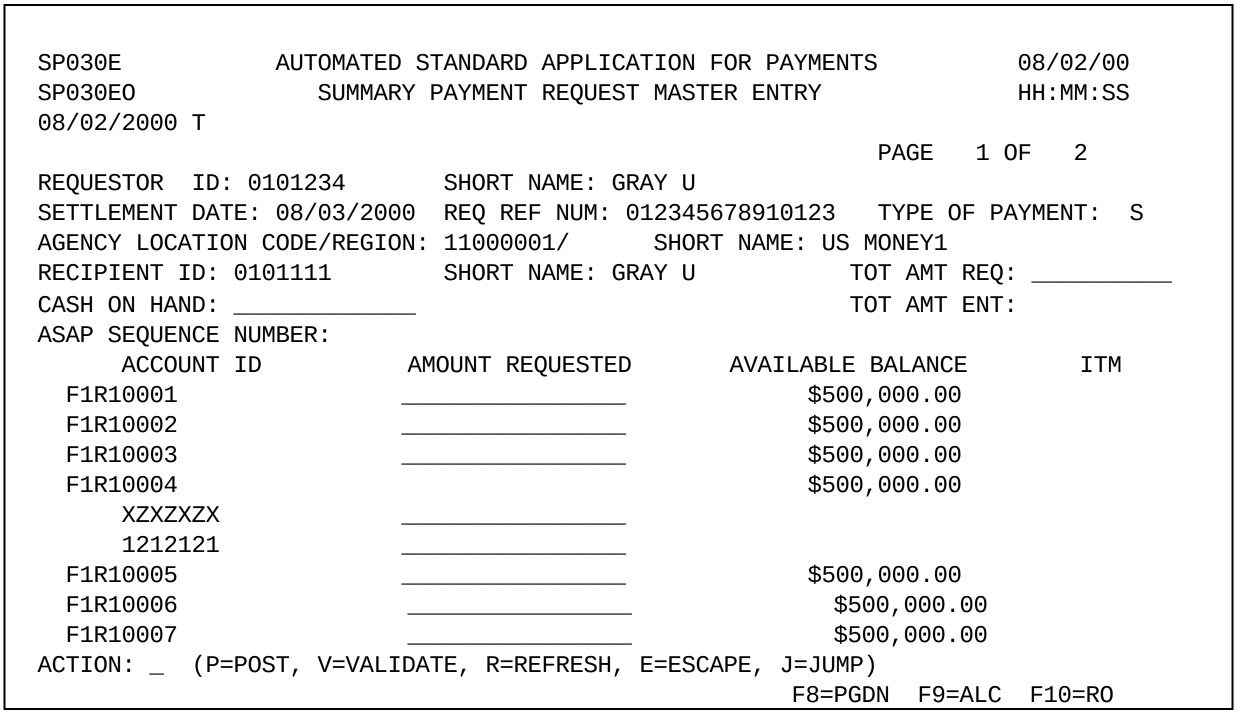
Fill in the prompt screen as shown below and press Enter.



```
SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP025CO                 MASTER PAYMENT REQUEST PROMPT                HH:MM:SS
08/02/2000 T
REQUESTOR ID:  0101234          SHORT NAME:          BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                    2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)                   4=4TH OR
SETTLEMENT DATE:    08/03/2000    (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: 012345678910123

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:   0101111            SHORT NAME:
AGENCY LOCATION CODE/REGION:  11000001/__






                     F4=MENU F5=MAIN
```

STEP 1: RESULT

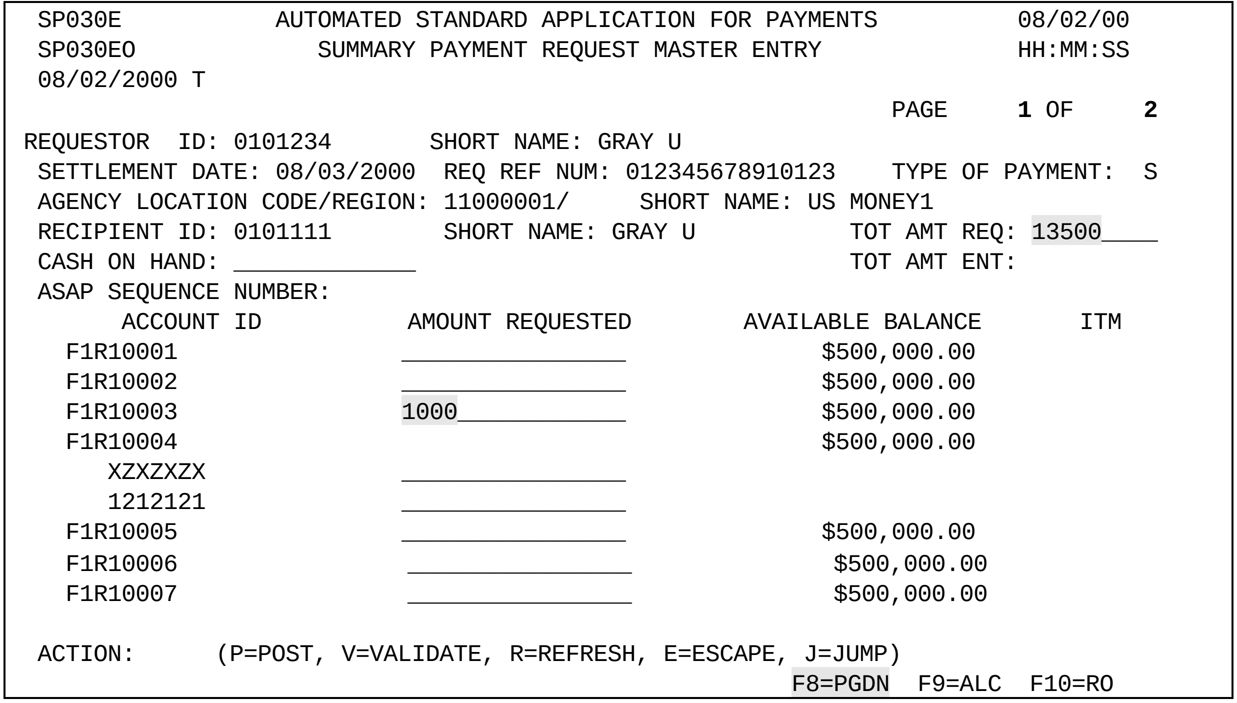
The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt. Each page can display up to 9 account IDs, and we have 2 pages of accounts in this example. You know this because you are on Page 1 of 2, and you have an F8=PGDN (page down) function key displayed.



```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                          PAGE   1 OF   2
REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123   TYPE OF PAYMENT:  S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: __________
CASH ON HAND: _____________                              TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE        ITM
  F1R10001              ________________            $500,000.00
  F1R10002              ________________            $500,000.00
  F1R10003              ________________            $500,000.00
  F1R10004                                          $500,000.00
      XZXZXZX           ________________
      1212121           ________________
  F1R10005              ________________            $500,000.00
  F1R10006              ________________            $500,000.00
  F1R10007              ________________            $500,000.00
ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

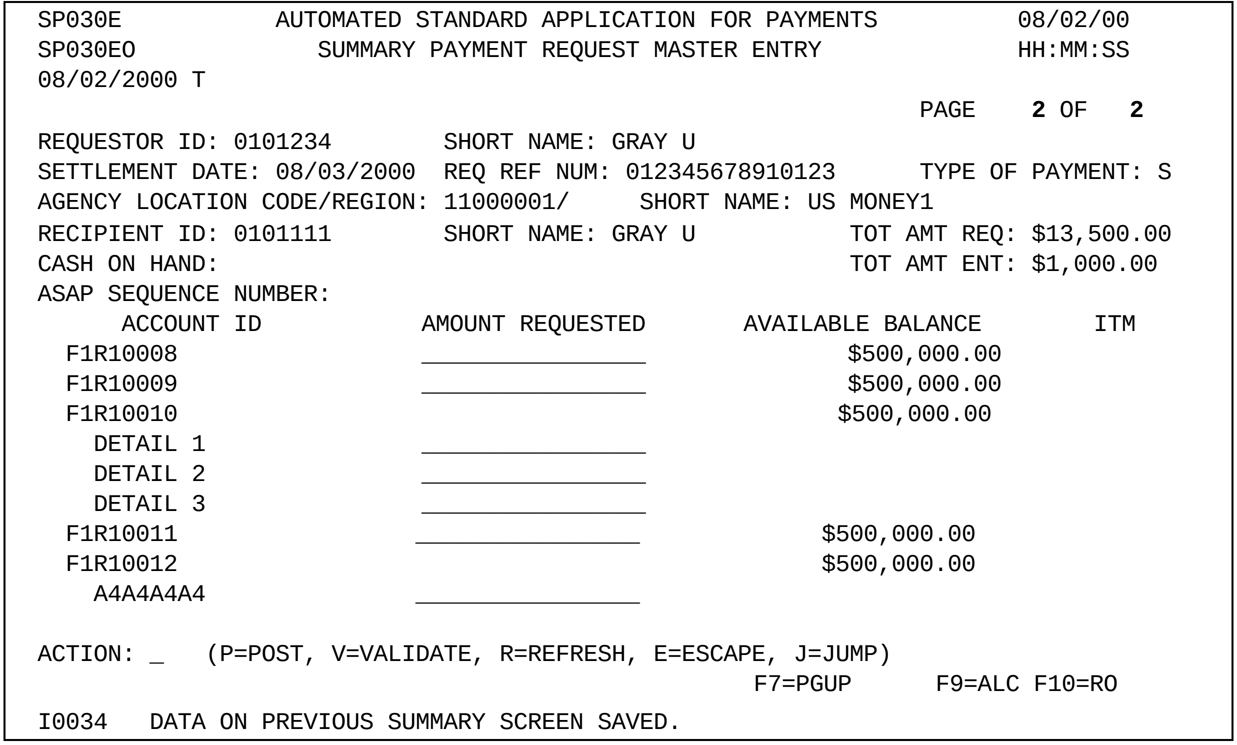
Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. Here we will use the F8=PGDN function key to page down to the rest of the accounts.



```
 SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                              PAGE     1 OF     2
REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123    TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U           TOT AMT REQ: 13500____
 CASH ON HAND: _____________                               TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE       ITM
   F1R10001               ________________              $500,000.00
   F1R10002               ________________              $500,000.00
   F1R10003               1000____________              $500,000.00
   F1R10004                                             $500,000.00
      XZXZXZX             ________________
      1212121             ________________
   F1R10005               ________________              $500,000.00
   F1R10006                ________________              $500,000.00
   F1R10007                ________________              $500,000.00

 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                        F8=PGDN  F9=ALC  F10=RO
```

STEP 2: RESULT

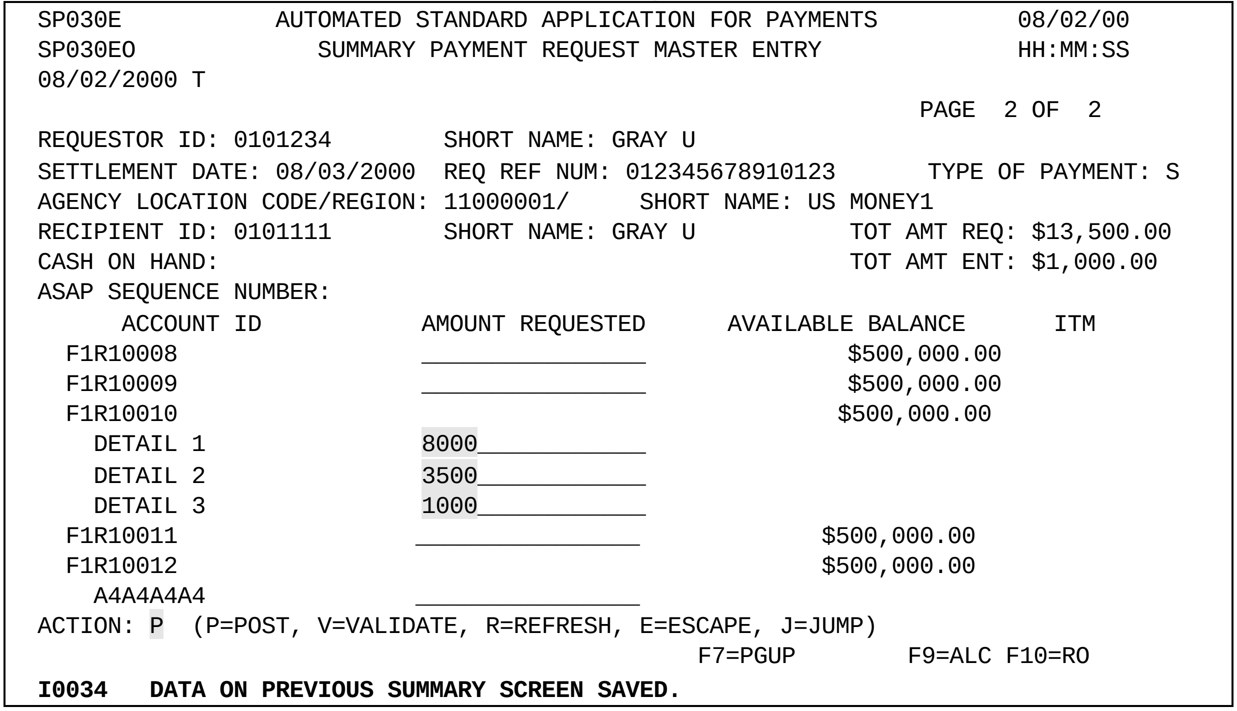
The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 2, and the F7=PGUP function key is displayed.



```
 SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                                PAGE    2 OF   2
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123      TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U           TOT AMT REQ: $13,500.00
 CASH ON HAND:                                             TOT AMT ENT: $1,000.00
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE        ITM
   F1R10008                 ________________              $500,000.00
   F1R10009                 ________________              $500,000.00
   F1R10010                                              $500,000.00
     DETAIL 1               ________________
     DETAIL 2               ________________
     DETAIL 3               ________________
   F1R10011                ________________             $500,000.00
   F1R10012                                             $500,000.00
     A4A4A4A4              ________________

 ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                   F7=PGUP      F9=ALC F10=RO
 I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: ACTION

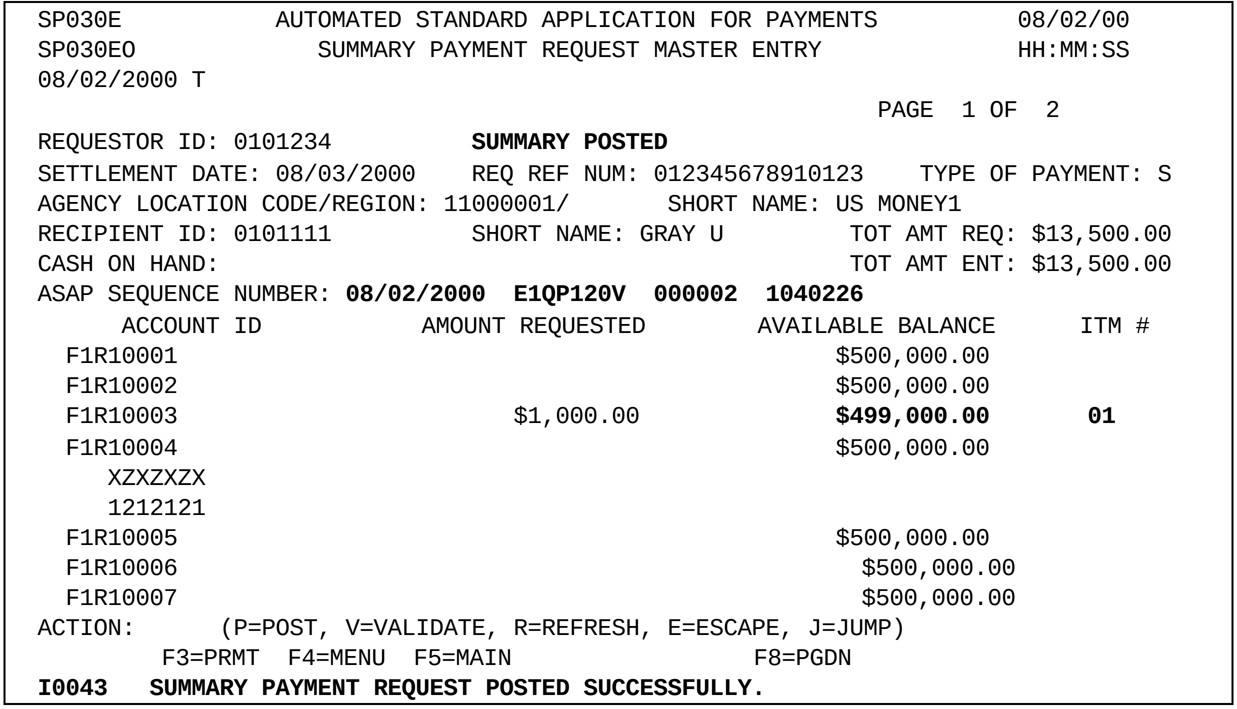
Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type a P in the ACTION field and press Enter to post the summary request. When posting a summary request from any page of a master list, you post all of the component requests together to form one single payment to the financial institution. **You DO NOT post each page on which you entered requests.**



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                               PAGE  2 OF  2
REQUESTOR ID: 0101234        SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123      TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U           TOT AMT REQ: $13,500.00
CASH ON HAND:                                             TOT AMT ENT: $1,000.00
ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
  F1R10008                 ________________              $500,000.00
  F1R10009                 ________________              $500,000.00
  F1R10010                                              $500,000.00
    DETAIL 1               8000____________
    DETAIL 2               3500____________
    DETAIL 3               1000____________
  F1R10011                ________________             $500,000.00
  F1R10012                                             $500,000.00
    A4A4A4A4              ________________
ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                               F7=PGUP        F9=ALC F10=RO
I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: RESULT

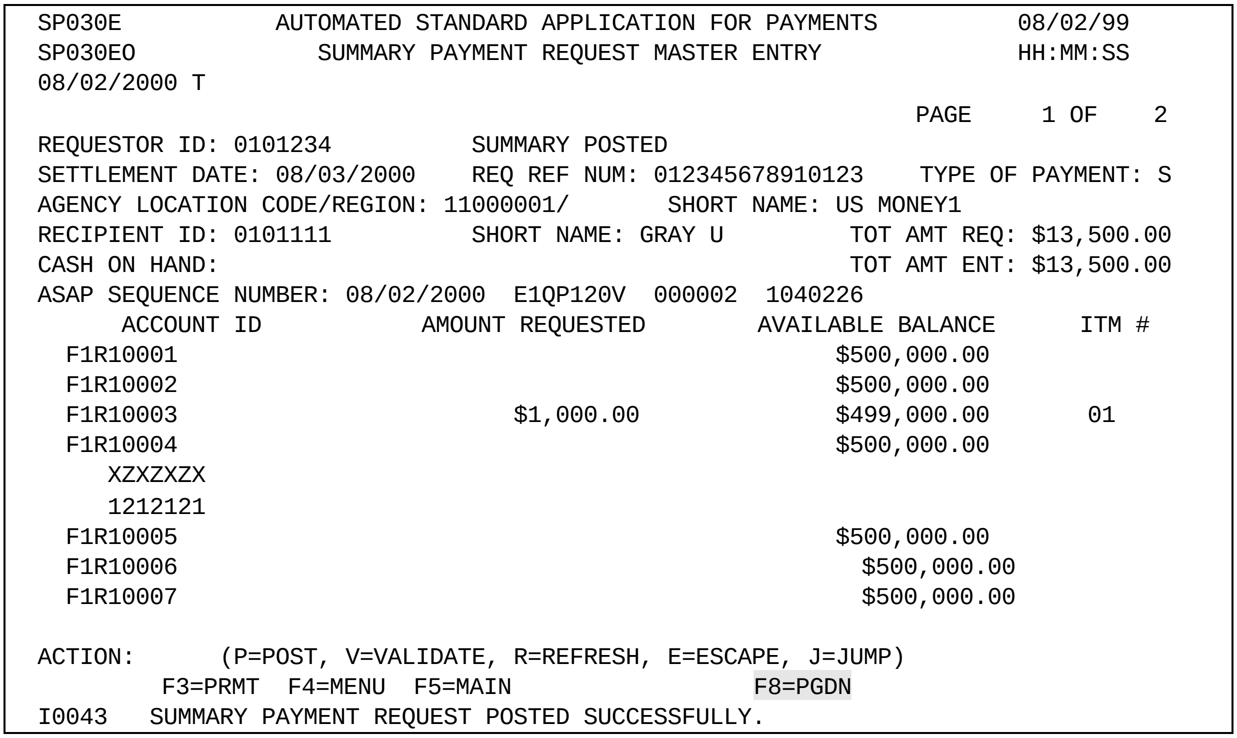
You are returned to the **first** page of accounts, with updated available balances.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                            PAGE  1 OF  2
REQUESTOR ID: 0101234          SUMMARY POSTED
SETTLEMENT DATE: 08/03/2000    REQ REF NUM: 012345678910123    TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U         TOT AMT REQ: $13,500.00
CASH ON HAND:                                             TOT AMT ENT: $13,500.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
      ACCOUNT ID           AMOUNT REQUESTED        AVAILABLE BALANCE      ITM #
  F1R10001                                             $500,000.00
  F1R10002                                             $500,000.00
  F1R10003                       $1,000.00             $499,000.00       01
  F1R10004                                             $500,000.00
     XZXZXZX
     1212121
  F1R10005                                             $500,000.00
  F1R10006                                               $500,000.00
  F1R10007                                               $500,000.00
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT  F4=MENU  F5=MAIN                 F8=PGDN
I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

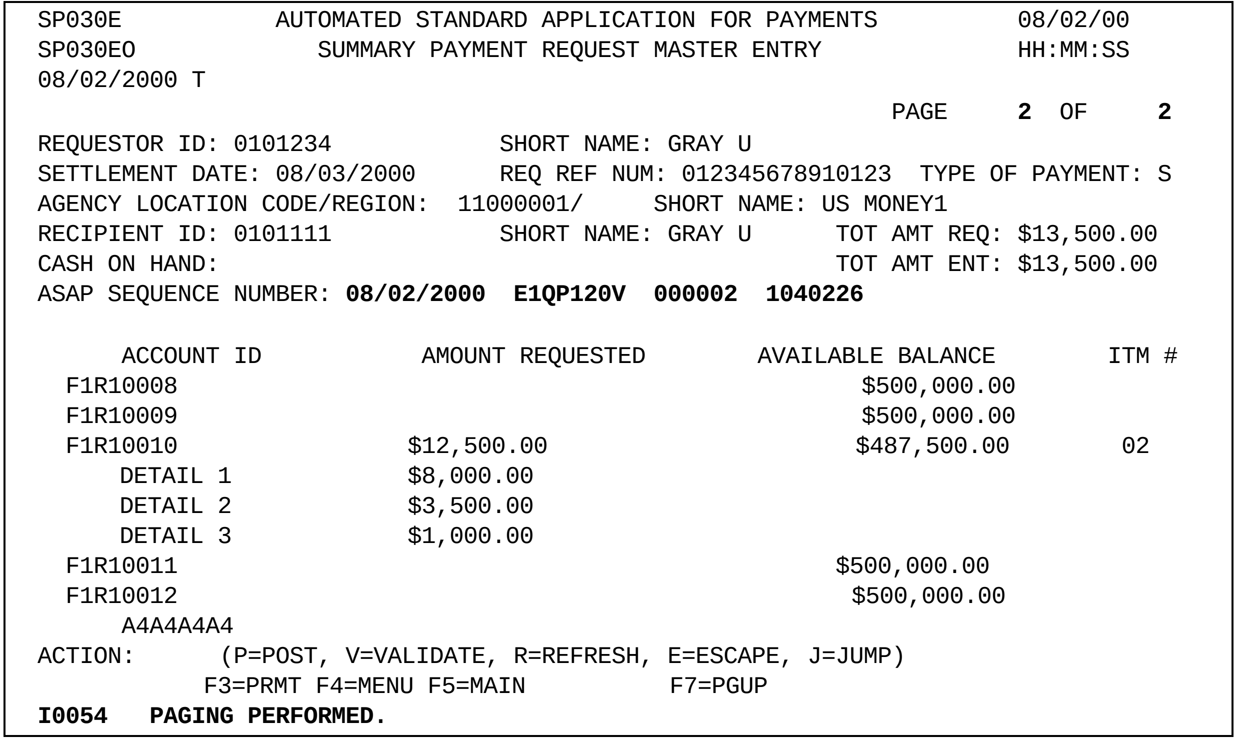
Press F8=PGDN to view page 2 of the posted summary request.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/99
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                              PAGE     1 OF    2
REQUESTOR ID: 0101234          SUMMARY POSTED
SETTLEMENT DATE: 08/03/2000    REQ REF NUM: 012345678910123    TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U         TOT AMT REQ: $13,500.00
CASH ON HAND:                                             TOT AMT ENT: $13,500.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
      ACCOUNT ID           AMOUNT REQUESTED        AVAILABLE BALANCE      ITM #
  F1R10001                                              $500,000.00
  F1R10002                                              $500,000.00
  F1R10003                      $1,000.00               $499,000.00       01
  F1R10004                                              $500,000.00
     XZXZXZX
     1212121
  F1R10005                                              $500,000.00
  F1R10006                                                $500,000.00
  F1R10007                                                $500,000.00

ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT  F4=MENU  F5=MAIN                 F8=PGDN
I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

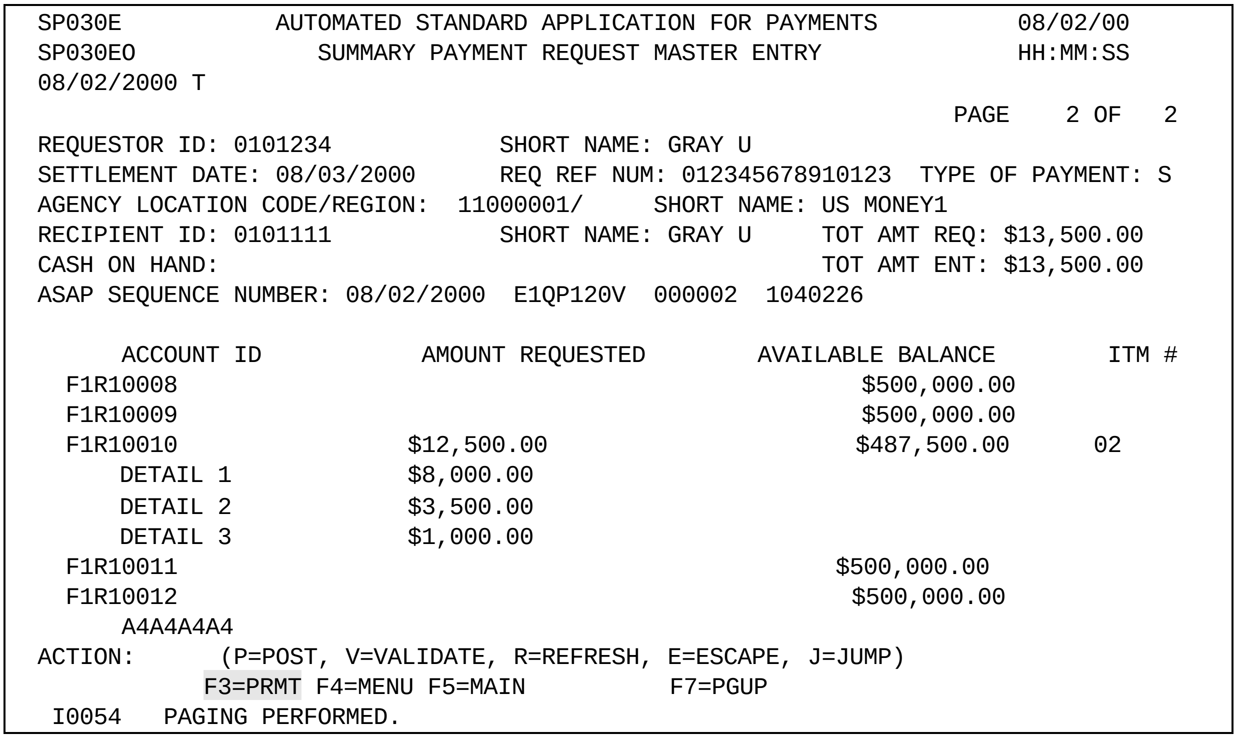
The second page appears, complete with updated available balances. **Note:** The ASAP SEQUENCE NUMBER is the same for all pages of a summary request.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                            PAGE     2  OF     2
REQUESTOR ID: 0101234            SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000      REQ REF NUM: 012345678910123  TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:  11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111            SHORT NAME: GRAY U      TOT AMT REQ: $13,500.00
CASH ON HAND:                                            TOT AMT ENT: $13,500.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226

      ACCOUNT ID           AMOUNT REQUESTED        AVAILABLE BALANCE        ITM #
  F1R10008                                                $500,000.00
  F1R10009                                                $500,000.00
  F1R10010               $12,500.00                      $487,500.00        02
      DETAIL 1           $8,000.00
      DETAIL 2           $3,500.00
      DETAIL 3           $1,000.00
  F1R10011                                              $500,000.00
  F1R10012                                                $500,000.00
      A4A4A4A4
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
            F3=PRMT F4=MENU F5=MAIN          F7=PGUP
I0054   PAGING PERFORMED.
```

STEP 5: ACTION

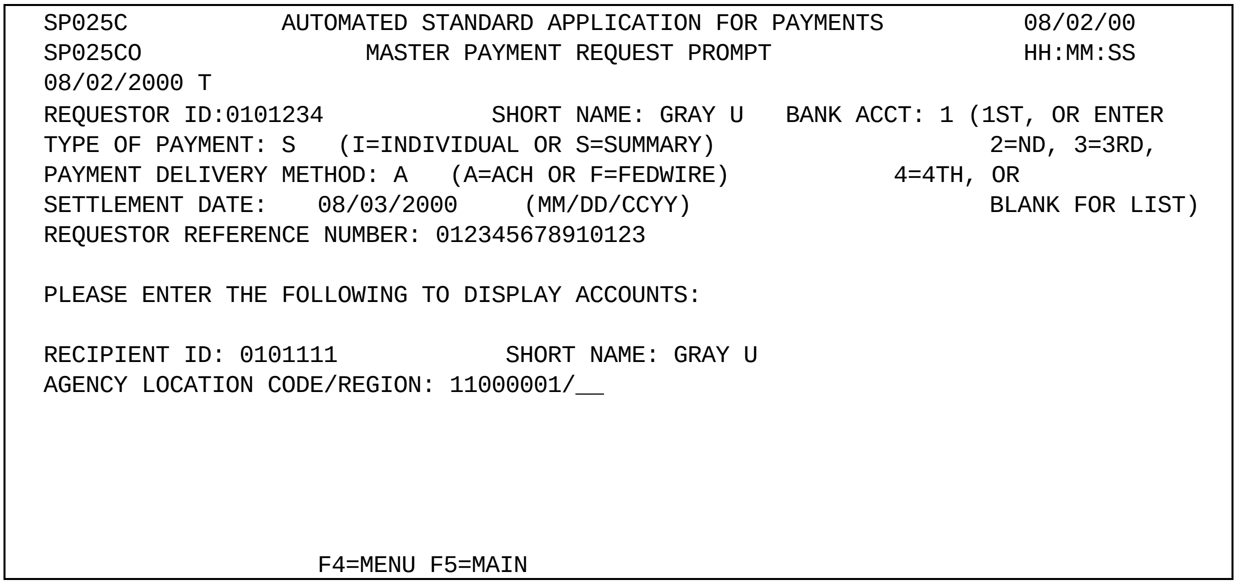
Press F3=PRMT to return to the Master Payment Request Prompt screen.



```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                                 PAGE    2 OF   2
REQUESTOR ID: 0101234            SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000      REQ REF NUM: 012345678910123  TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:  11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111            SHORT NAME: GRAY U     TOT AMT REQ: $13,500.00
CASH ON HAND:                                           TOT AMT ENT: $13,500.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226

      ACCOUNT ID           AMOUNT REQUESTED        AVAILABLE BALANCE        ITM #
  F1R10008                                                 $500,000.00
  F1R10009                                                 $500,000.00
  F1R10010                $12,500.00                      $487,500.00      02
      DETAIL 1            $8,000.00
      DETAIL 2            $3,500.00
      DETAIL 3            $1,000.00
  F1R10011                                               $500,000.00
  F1R10012                                                $500,000.00
      A4A4A4A4
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
            F3=PRMT F4=MENU F5=MAIN          F7=PGUP
 I0054   PAGING PERFORMED.
```

STEP 5: RESULT

The prompt screen appears with the information you entered earlier. You may change this information as needed to create a new Master Summary Payment Request.



```
SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO                MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234            SHORT NAME: GRAY U   BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                 2=ND, 3=3RD,
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE:    08/03/2000     (MM/DD/CCYY)                  BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: 012345678910123

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111            SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/__





                    F4=MENU F5=MAIN
```

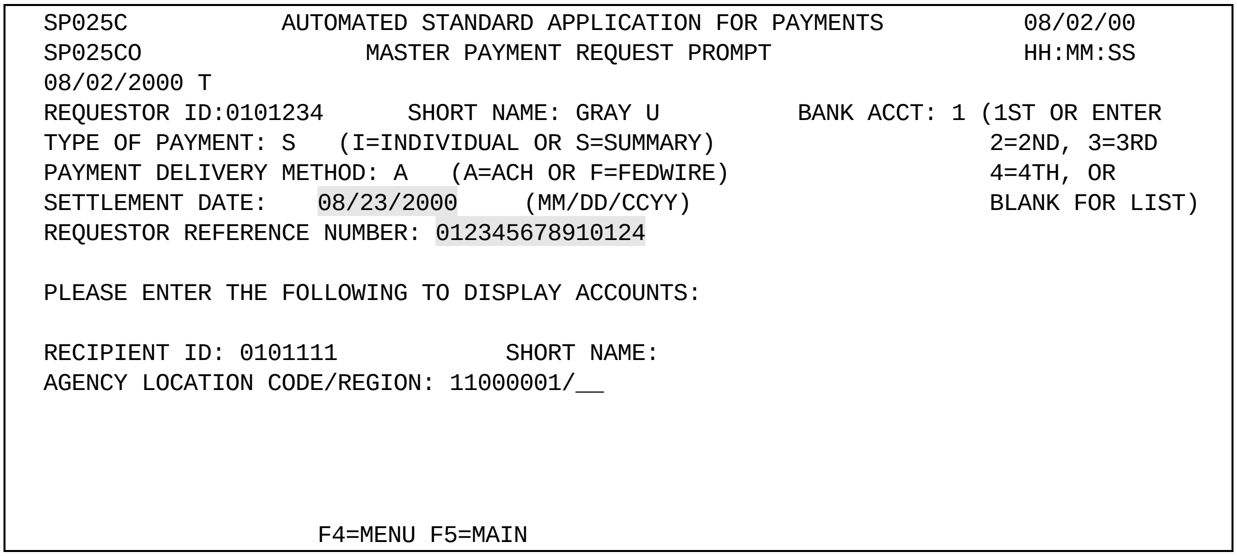
EXAMPLE TWO

Using the **Master Summary** Request feature, we will draw funds on behalf of one Recipient Organization, and we will request a warehoused ACH payment.

- One Recipient Organization
- Warehoused (ACH) payment

STEP 1: ACTION

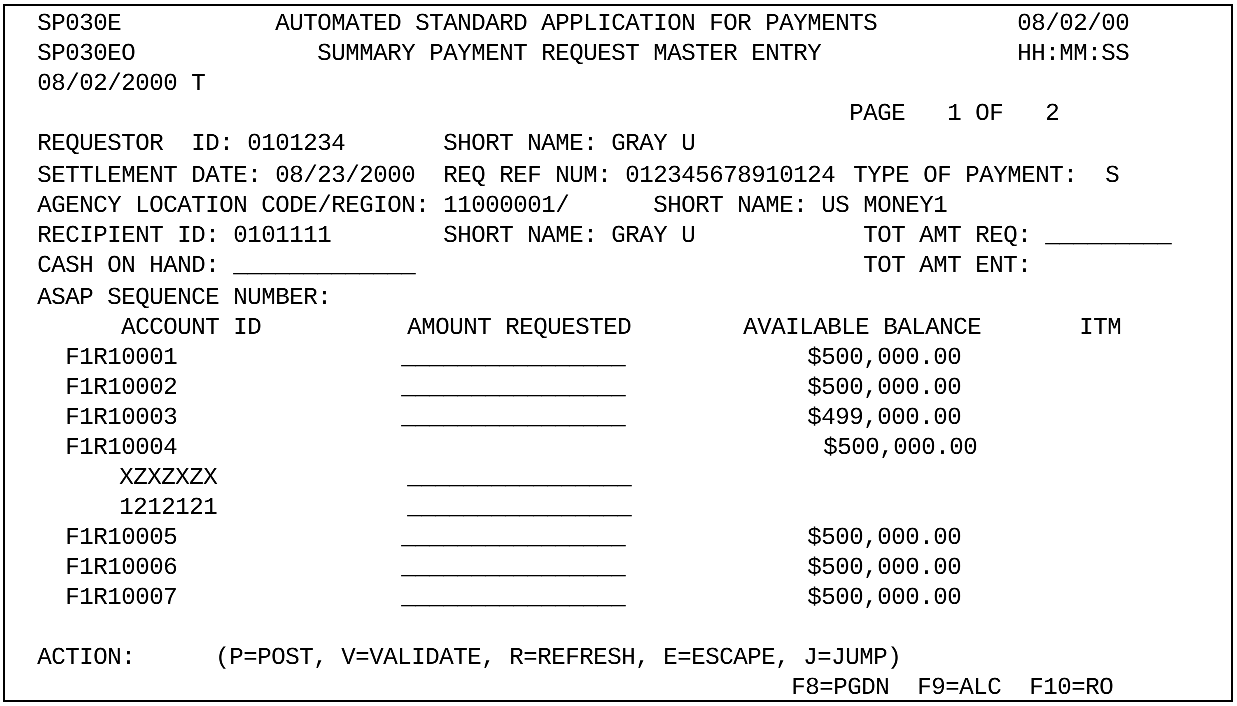
Enter a payment settlement date up to 32 calendar days from the current date, enter a new Requestor Reference Number and press Enter.



```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234      SHORT NAME: GRAY U          BANK ACCT: 1 (1ST OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                    2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)                   4=4TH, OR
SETTLEMENT DATE:   08/23/2000    (MM/DD/CCYY)                       BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: 012345678910124

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111            SHORT NAME:
AGENCY LOCATION CODE/REGION: 11000001/__




                   F4=MENU F5=MAIN
```

STEP 1: RESULT

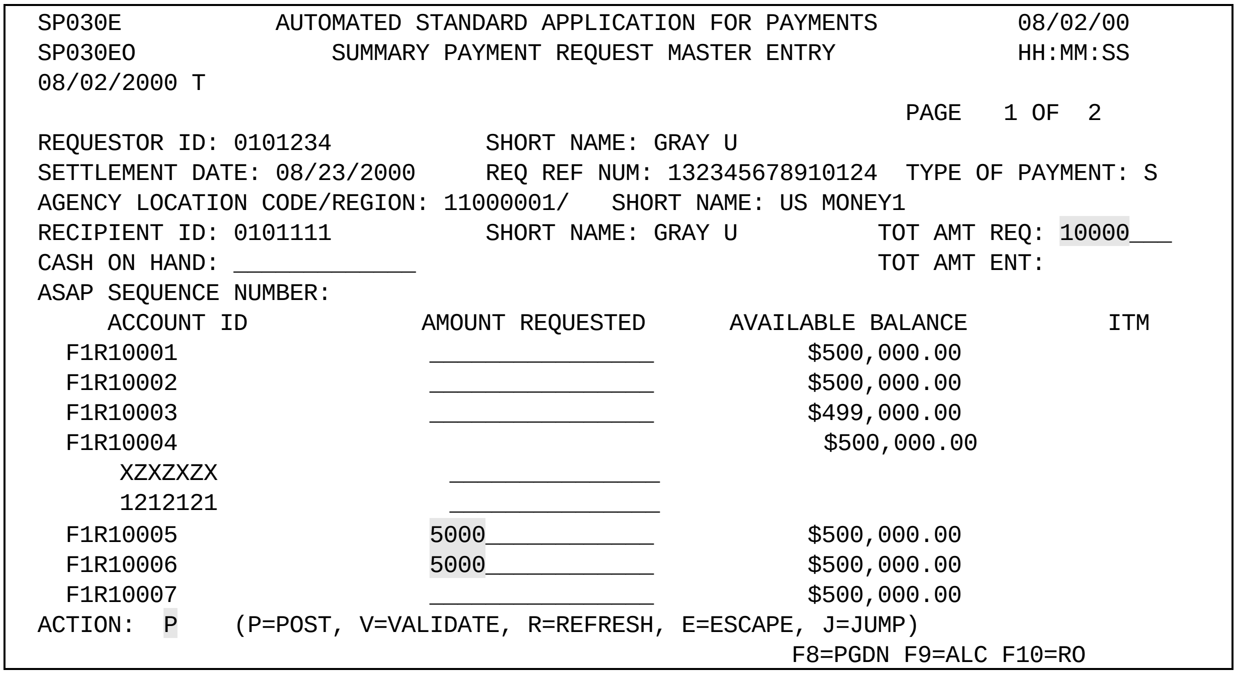
The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                         PAGE   1 OF   2
REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
SETTLEMENT DATE: 08/23/2000  REQ REF NUM: 012345678910124 TYPE OF PAYMENT:  S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U           TOT AMT REQ: _________
CASH ON HAND: _____________                               TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE       ITM
  F1R10001               ________________             $500,000.00
  F1R10002               ________________             $500,000.00
  F1R10003               ________________             $499,000.00
  F1R10004                                             $500,000.00
      XZXZXZX             ________________
      1212121             ________________
  F1R10005               ________________             $500,000.00
  F1R10006               ________________             $500,000.00
  F1R10007               ________________             $500,000.00

ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                        F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

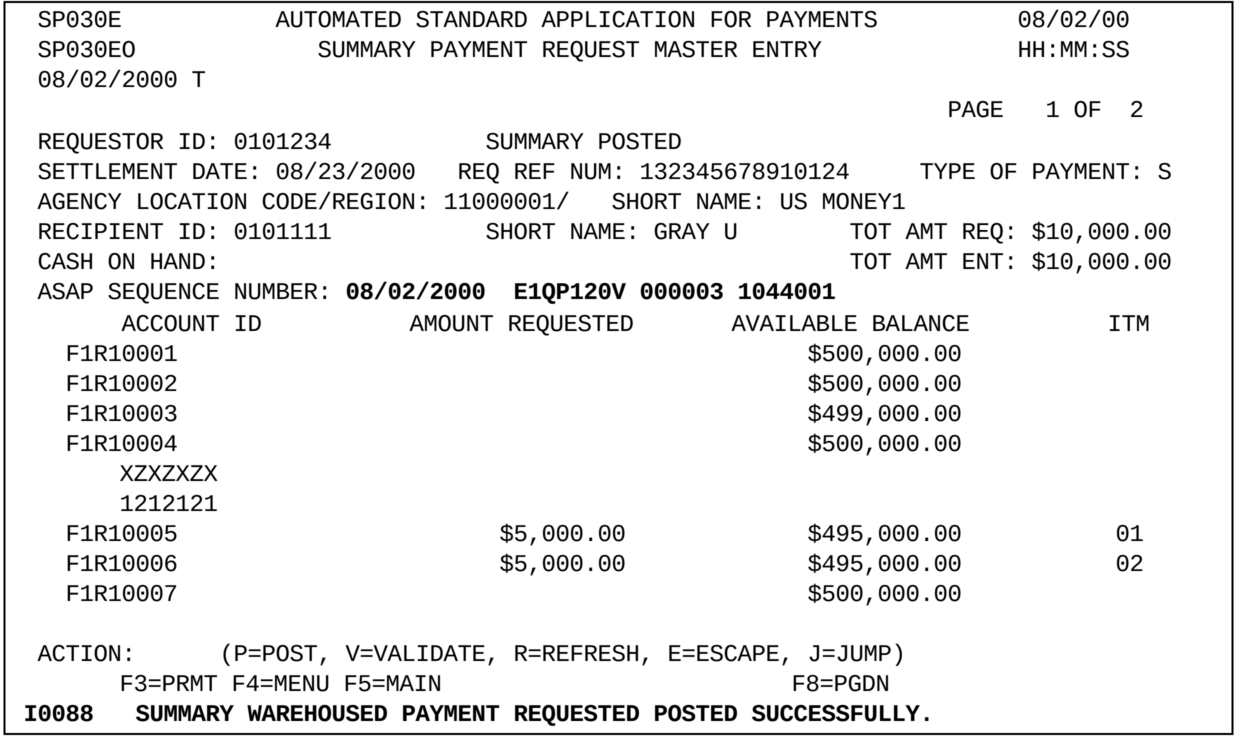
Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the warehoused summary request.



```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                               PAGE   1 OF  2
REQUESTOR ID: 0101234           SHORT NAME: GRAY U
SETTLEMENT DATE: 08/23/2000     REQ REF NUM: 132345678910124  TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111           SHORT NAME: GRAY U          TOT AMT REQ: 10000___
CASH ON HAND: _____________                                 TOT AMT ENT:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID            AMOUNT REQUESTED      AVAILABLE BALANCE          ITM
  F1R10001                 ________________           $500,000.00
  F1R10002                 ________________           $500,000.00
  F1R10003                 ________________           $499,000.00
  F1R10004                                             $500,000.00
      XZXZXZX                _______________
      1212121                _______________
  F1R10005                 5000____________           $500,000.00
  F1R10006                 5000____________           $500,000.00
  F1R10007                 ________________           $500,000.00
ACTION:  P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                      F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

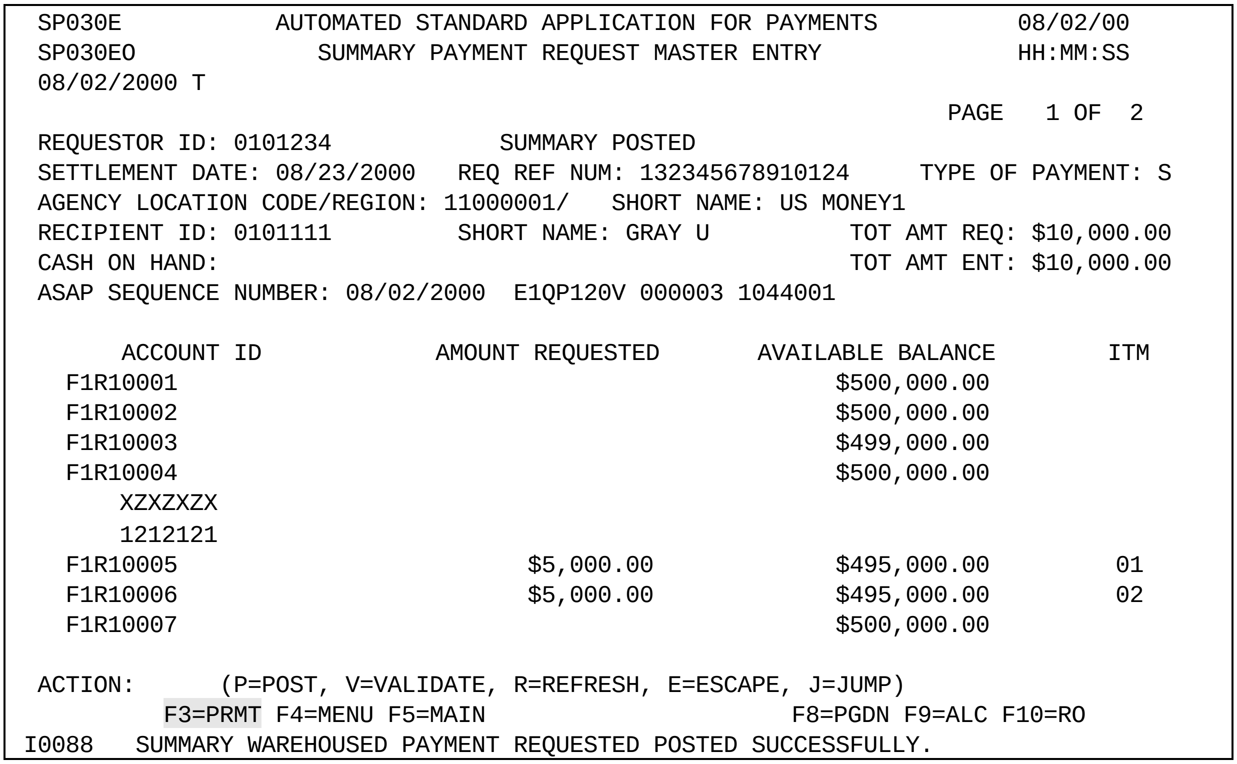
The summary warehoused payment request has posted successfully.



```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                                  PAGE   1 OF  2
REQUESTOR ID: 0101234           SUMMARY POSTED
SETTLEMENT DATE: 08/23/2000   REQ REF NUM: 132345678910124     TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111           SHORT NAME: GRAY U        TOT AMT REQ: $10,000.00
CASH ON HAND:                                             TOT AMT ENT: $10,000.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001
      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE          ITM
  F1R10001                                            $500,000.00
  F1R10002                                            $500,000.00
  F1R10003                                            $499,000.00
  F1R10004                                            $500,000.00
      XZXZXZX
      1212121
  F1R10005                      $5,000.00             $495,000.00            01
  F1R10006                      $5,000.00             $495,000.00            02
  F1R10007                                            $500,000.00

ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                         F8=PGDN
I0088   SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 3: ACTION

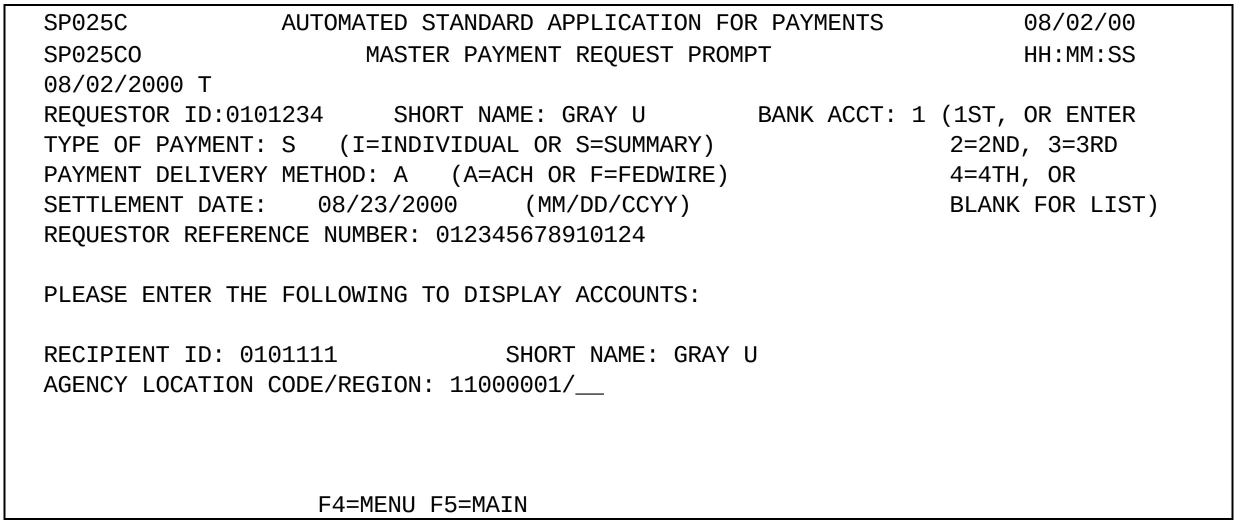
Press F3=PRMT to return to the Master Payment Request Prompt screen.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                                PAGE   1 OF  2
REQUESTOR ID: 0101234           SUMMARY POSTED
SETTLEMENT DATE: 08/23/2000   REQ REF NUM: 132345678910124     TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111         SHORT NAME: GRAY U          TOT AMT REQ: $10,000.00
CASH ON HAND:                                             TOT AMT ENT: $10,000.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001

      ACCOUNT ID            AMOUNT REQUESTED       AVAILABLE BALANCE        ITM
  F1R10001                                               $500,000.00
  F1R10002                                               $500,000.00
  F1R10003                                               $499,000.00
  F1R10004                                               $500,000.00
      XZXZXZX
      1212121
  F1R10005                        $5,000.00              $495,000.00         01
  F1R10006                        $5,000.00              $495,000.00         02
  F1R10007                                               $500,000.00

ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN                      F8=PGDN F9=ALC F10=RO
I0088   SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The prompt screen appears.



```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                 HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234     SHORT NAME: GRAY U        BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)               4=4TH, OR
SETTLEMENT DATE:    08/23/2000     (MM/DD/CCYY)                 BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: 012345678910124

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111            SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/__



                   F4=MENU F5=MAIN
```

SECTION 8.1.2
MASTER PAYMENT REQUESTS: INDIVIDUAL PAYMENTS

GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Individual Payment Request feature to draw funds.

-- Requestors who wish to request **same-day payments via FEDWIRE** should follow the steps in Example 1.

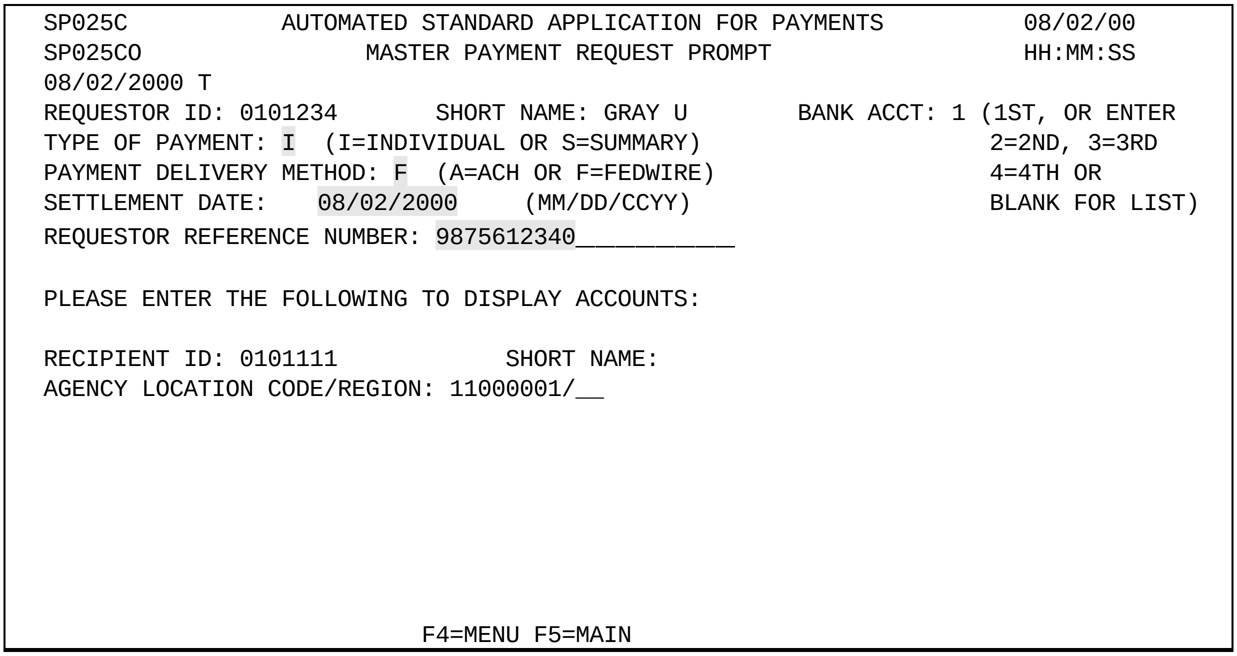
EXAMPLE ONE

Using the **Master Individual** Payment Request feature, we will draw funds on behalf of one Recipient Organization, selecting from more than one screen of accounts. We will request **SAME-DAY (FEDWIRE)** payments.

- One Recipient Organization
- More than one page of accounts
- Same-day (FEDWIRE) payments

STEP 1: ACTION

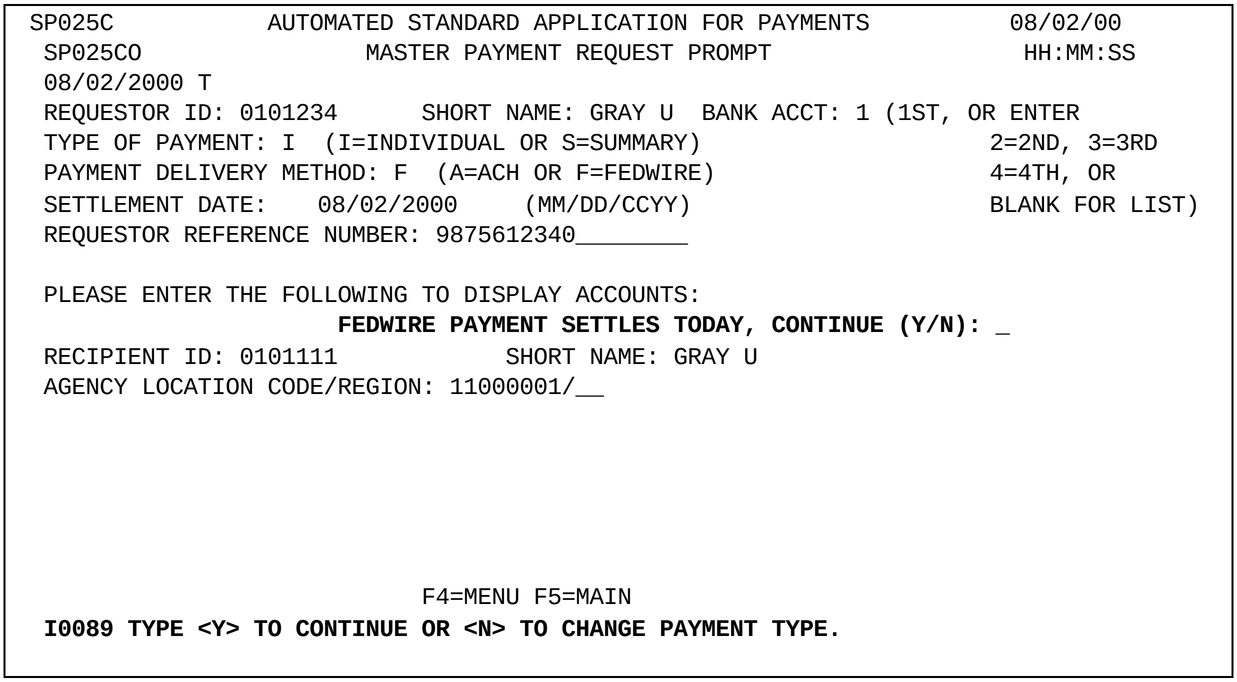
Fill in the prompt screen as shown below (specifying same-day Fedwire settlement) and press Enter. **Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.



```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                 HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234       SHORT NAME: GRAY U       BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                   2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                  4=4TH OR
SETTLEMENT DATE:    08/02/2000     (MM/DD/CCYY)                   BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: 9875612340___________

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111            SHORT NAME:
AGENCY LOCATION CODE/REGION: 11000001/__






                           F4=MENU F5=MAIN
```

STEP 1: RESULT

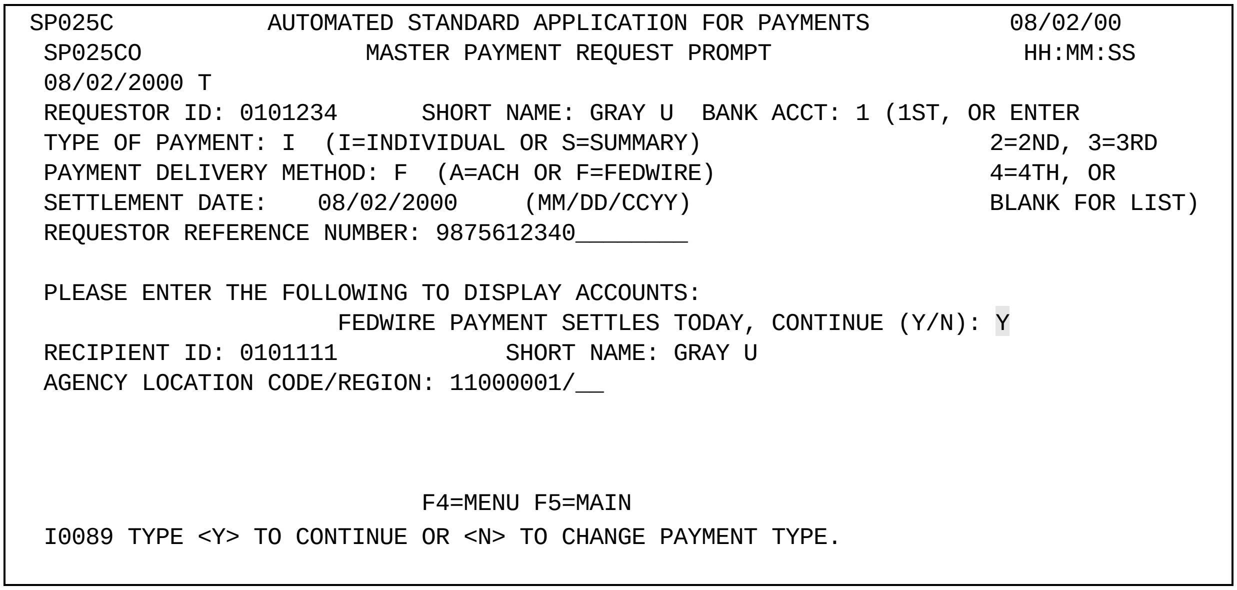
A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.



```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                 HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                   2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                  4=4TH, OR
SETTLEMENT DATE:    08/02/2000     (MM/DD/CCYY)                   BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: 9875612340________

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                     FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _
RECIPIENT ID: 0101111            SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/__





                           F4=MENU F5=MAIN
I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

STEP 2: ACTION

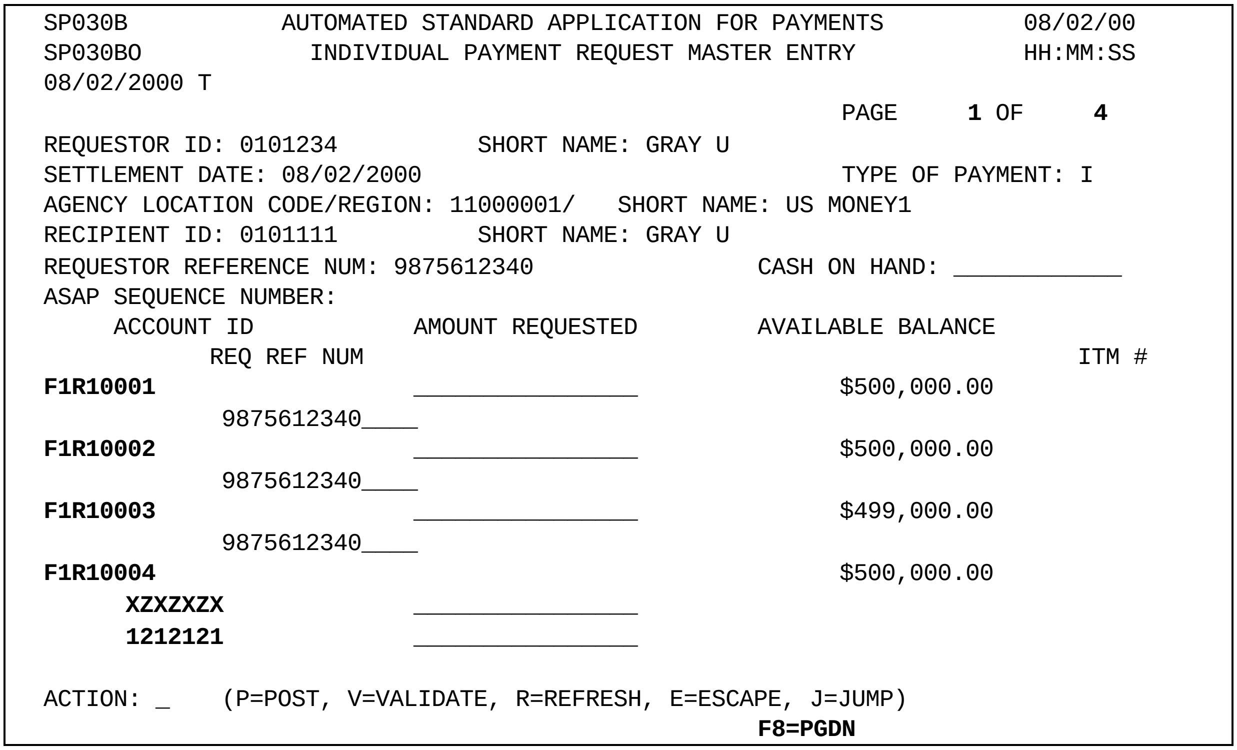
Type Y to confirm and press Enter.



```
SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025CO              MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                   2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                  4=4TH, OR
 SETTLEMENT DATE:    08/02/2000     (MM/DD/CCYY)                   BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 9875612340________

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                     FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
 RECIPIENT ID: 0101111            SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: 11000001/__



                           F4=MENU F5=MAIN
 I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

STEP 2: RESULT

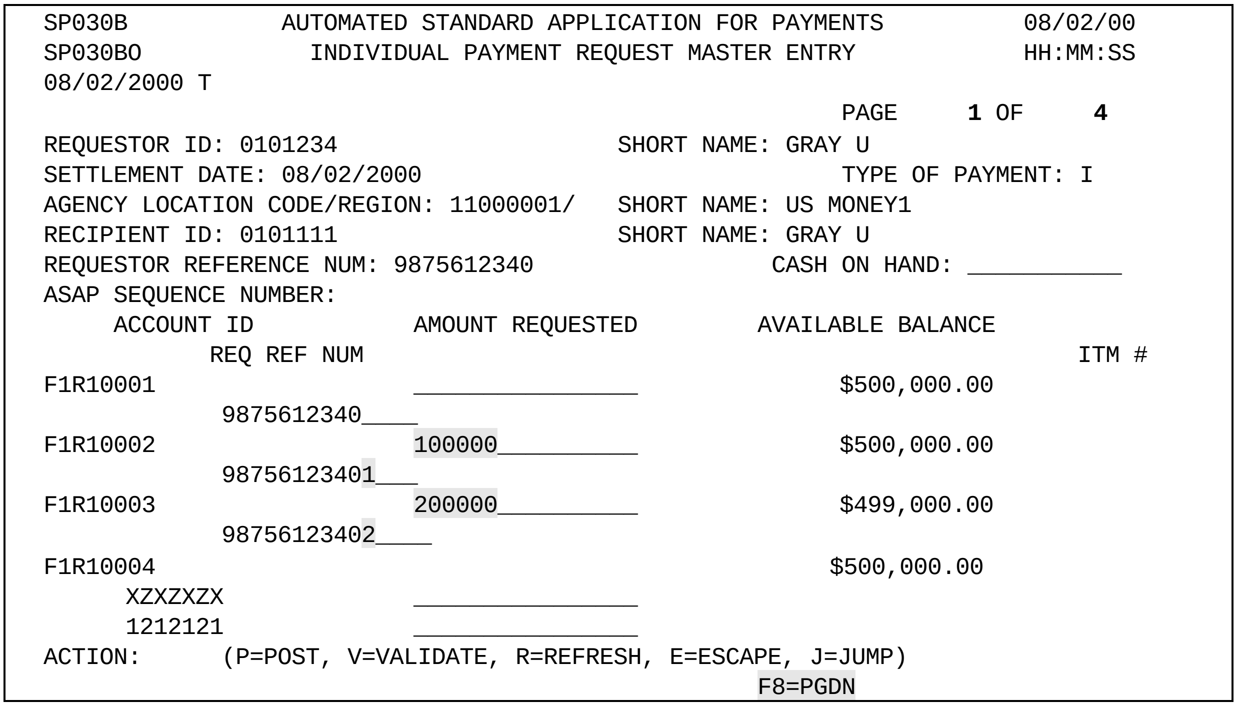
The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up and can be viewed on four separate pages. This is indicated where the screen shows that you are on page 1 of 4.



```
SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
08/02/2000 T
                                                         PAGE     1 OF     4
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: 9875612340                CASH ON HAND: ____________
ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE
            REQ REF NUM                                                ITM #
F1R10001                 ________________              $500,000.00
             9875612340____
F1R10002                 ________________              $500,000.00
             9875612340____
F1R10003                 ________________              $499,000.00
             9875612340____
F1R10004                                               $500,000.00
      XZXZXZX            ________________
      1212121            ________________

ACTION: _    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                   F8=PGDN
```

STEP 3: ACTION

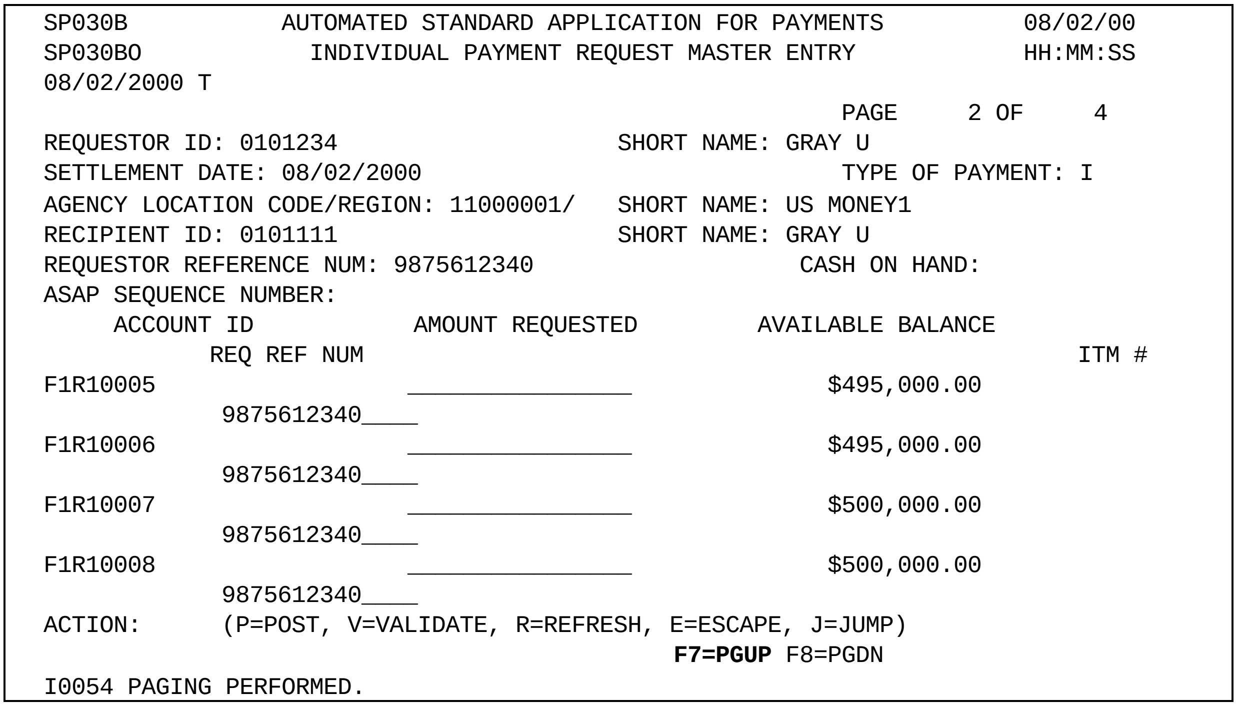
Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Then press F8=PGDN to navigate to the next page of accounts.



```
SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
08/02/2000 T
                                                         PAGE     1 OF     4
REQUESTOR ID: 0101234                    SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: 9875612340                CASH ON HAND: ___________
ASAP SEQUENCE NUMBER:
     ACCOUNT ID            AMOUNT REQUESTED         AVAILABLE BALANCE
            REQ REF NUM                                                    ITM #
F1R10001                   ________________             $500,000.00
             9875612340____
F1R10002                   100000__________             $500,000.00
             98756123401___
F1R10003                   200000__________             $499,000.00
             98756123402____
F1R10004                                                $500,000.00
      XZXZXZX              ________________
      1212121              ________________
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                   F8=PGDN
```

STEP 3: RESULT

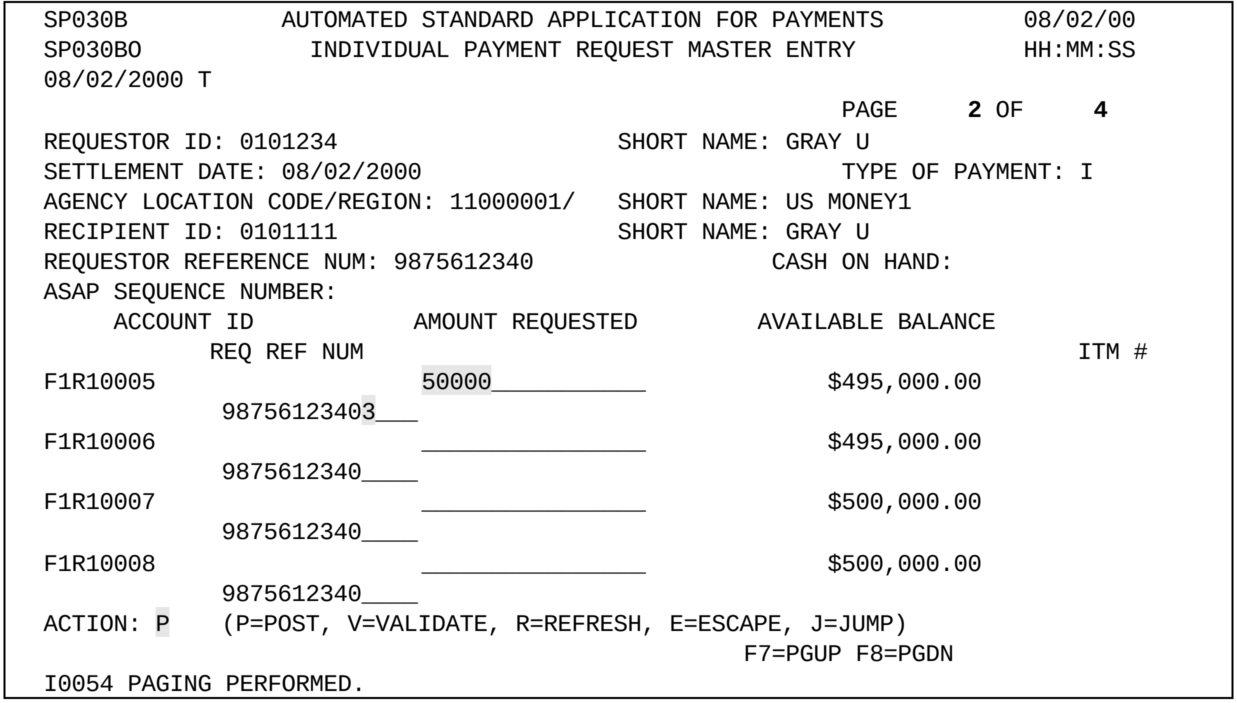
The second page of accounts appears.



```
SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
08/02/2000 T
                                                         PAGE     2 OF     4
REQUESTOR ID: 0101234                    SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: 9875612340                  CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID            AMOUNT REQUESTED         AVAILABLE BALANCE
            REQ REF NUM                                                    ITM #
F1R10005                   ________________            $495,000.00
             9875612340____
F1R10006                   ________________            $495,000.00
             9875612340____
F1R10007                   ________________            $500,000.00
             9875612340____
F1R10008                   ________________            $500,000.00
             9875612340____
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                             F7=PGUP F8=PGDN
I0054 PAGING PERFORMED.
```

STEP 4: ACTION

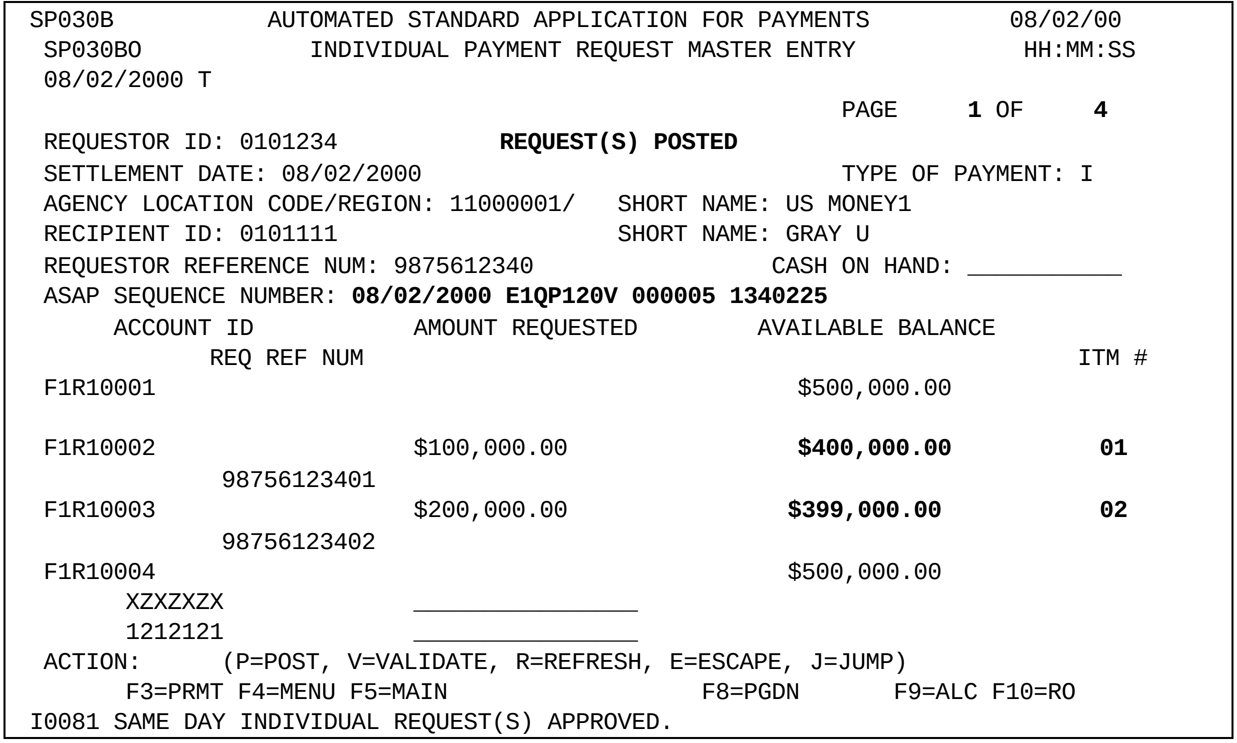
Enter the amount requested from the desired account. Post the request. Please note that you only post once, regardless of how many pages of accounts you have entered requests on.



```
SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
08/02/2000 T
                                                         PAGE     2 OF     4
REQUESTOR ID: 0101234                    SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: 9875612340                 CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE
            REQ REF NUM                                                   ITM #
F1R10005                      50000___________           $495,000.00
             98756123403___
F1R10006                      ________________           $495,000.00
             9875612340____
F1R10007                      ________________           $500,000.00
             9875612340____
F1R10008                      ________________           $500,000.00
             9875612340____
ACTION: P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                 F7=PGUP F8=PGDN
I0054 PAGING PERFORMED.
```

STEP 4: RESULT

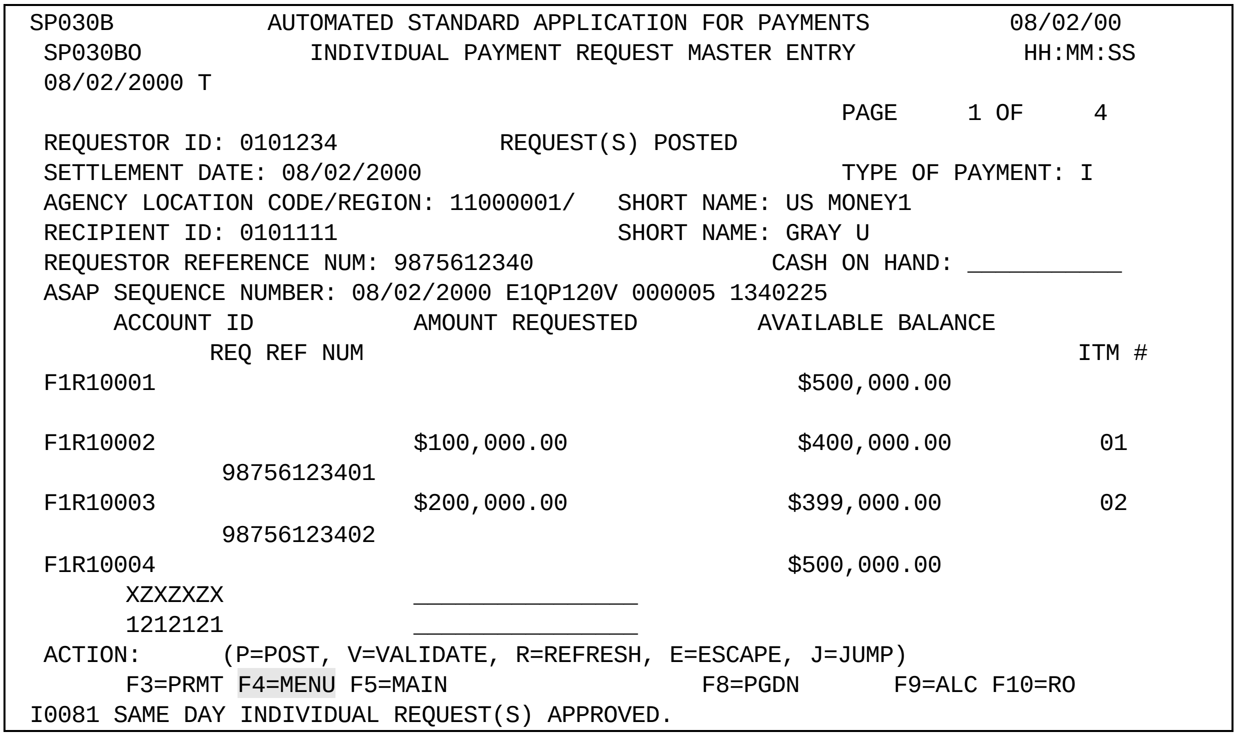
The request is posted and you are returned to the first page of accounts. An ASAP Sequence Number is assigned, available balances are updated and Item Numbers are assigned to the accounts from which funds were requested.



```
SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
 08/02/2000 T
                                                          PAGE     1 OF     4
 REQUESTOR ID: 0101234            REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340                 CASH ON HAND: ___________
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000005 1340225
      ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE
             REQ REF NUM                                                   ITM #
 F1R10001                                               $500,000.00

 F1R10002                    $100,000.00                $400,000.00          01
              98756123401
 F1R10003                    $200,000.00               $399,000.00           02
              98756123402
 F1R10004                                              $500,000.00
       XZXZXZX               ________________
       1212121               ________________
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                  F8=PGDN      F9=ALC F10=RO
I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 5: ACTION

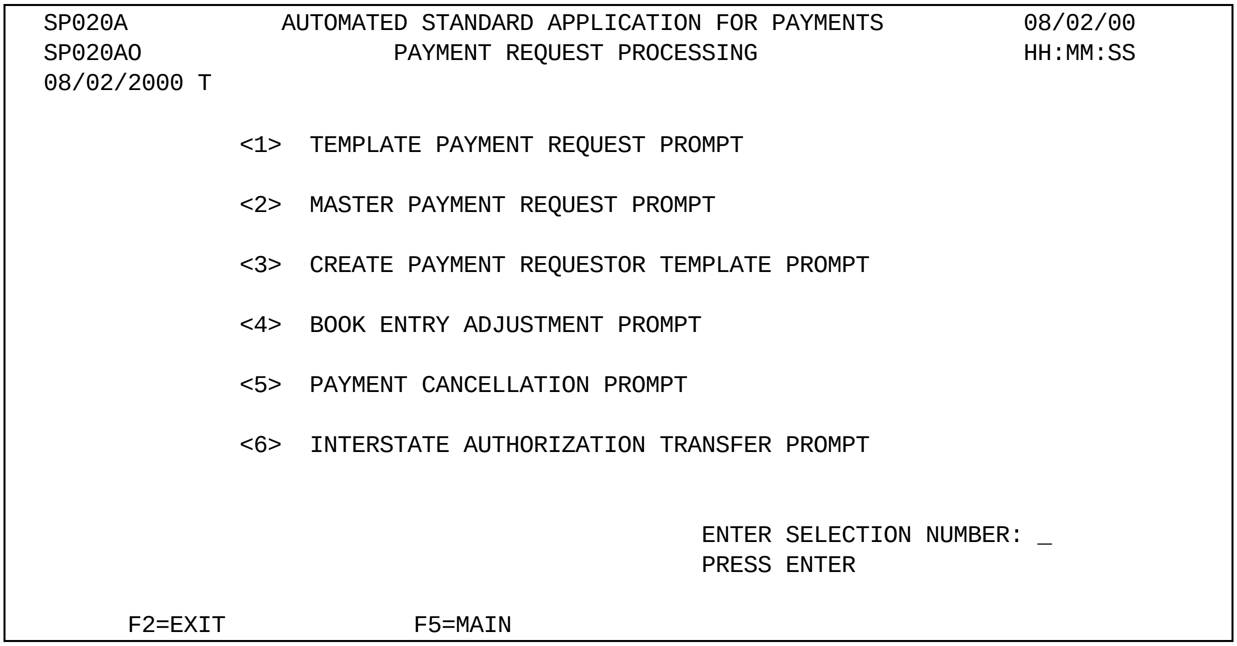
Press F4=MENU to return to the Payment Request Processing menu.



```
SP030B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO            INDIVIDUAL PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                                          PAGE     1 OF     4
 REQUESTOR ID: 0101234           REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340                 CASH ON HAND: ___________
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000005 1340225
      ACCOUNT ID           AMOUNT REQUESTED         AVAILABLE BALANCE
             REQ REF NUM                                                   ITM #
 F1R10001                                              $500,000.00

 F1R10002                  $100,000.00                 $400,000.00          01
              98756123401
 F1R10003                  $200,000.00                $399,000.00           02
              98756123402
 F1R10004                                             $500,000.00
       XZXZXZX             ________________
       1212121             ________________
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                  F8=PGDN       F9=ALC F10=RO
I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 5: RESULT

The Payment Request Processing menu appears.



```
 SP020A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP020AO                  PAYMENT REQUEST PROCESSING                   HH:MM:SS
 08/02/2000 T

               <1>  TEMPLATE PAYMENT REQUEST PROMPT

               <2>  MASTER PAYMENT REQUEST PROMPT

               <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

               <4>  BOOK ENTRY ADJUSTMENT PROMPT

               <5>  PAYMENT CANCELLATION PROMPT

               <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                                ENTER SELECTION NUMBER: _
                                                PRESS ENTER


       F2=EXIT             F5=MAIN
```

SECTION 8.2

PAYMENT CANCELLATION

PURPOSE

In this section you will learn how to use the Payment Cancellation feature to cancel approved ACH payments that have not yet been sent to the ACH system.

OVERVIEW

Since users have the ability to warehouse ACH payments up to 32 calendar days into the future, it is necessary to be able to view these warehoused payments and cancel them if necessary. Through an option on the Payment Request Processing Menu, users may cancel pending ASAP ACH payments. A pending payment is defined as either a next-day ACH payment that has been approved but not yet sent to the ACH system, or an approved, future-dated (warehoused) ACH payment which also has not yet been sent to the ACH system. Users may also cancel requests that are awaiting Agency Review.

Once you have selected the Payment Cancellation option from the Payment Request Processing Menu, you will be presented with a list of payments that are eligible for cancellation. Only payments that appear on this screen are subject to cancellation. You may select a particular payment from the summary list and will be required to view the detail of the payment prior to canceling it. If you choose to cancel a payment, the available balance(s) for the affected account(s) will be automatically updated. You have immediate access to these funds.

NOTE:

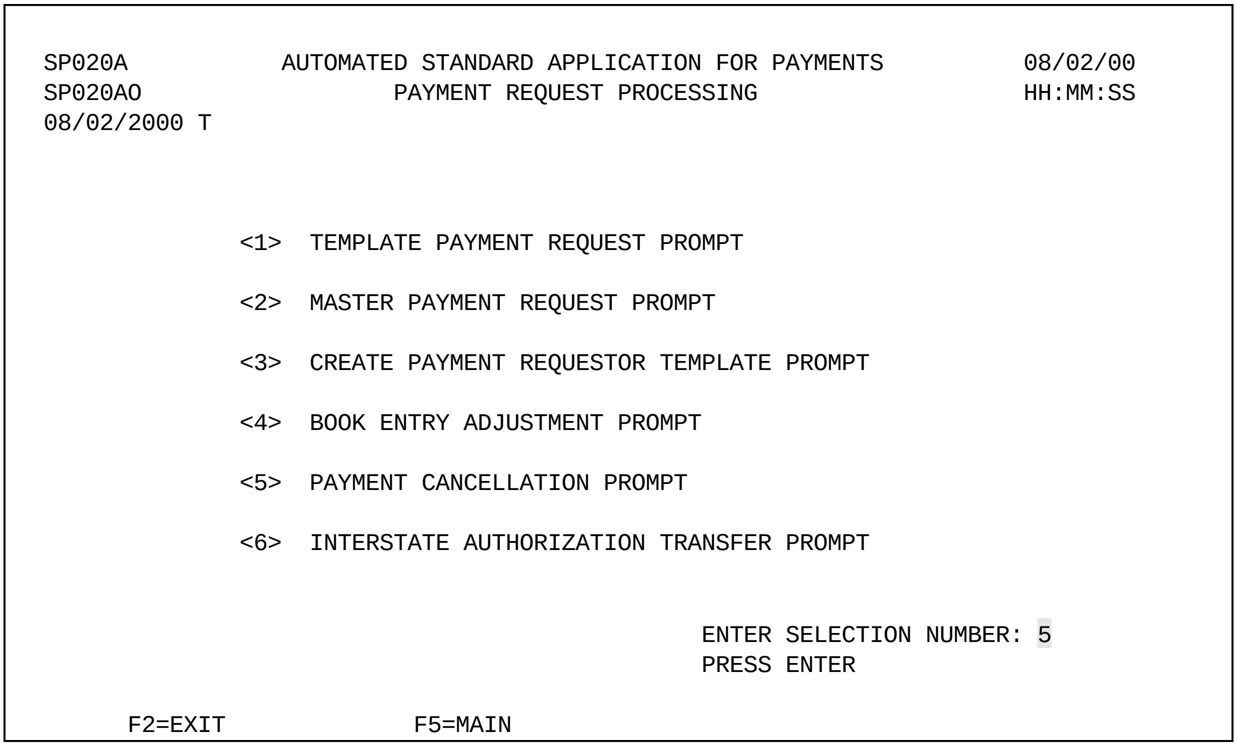
< Both Payment Requestors and Federal Agencies may cancel pending ACH payments. If a Federal Agency plans to cancel a payment, the Agency should notify the affected Payment Requestor and Recipient Organization(s). A Federal Agency may not cancel a summary request that contains requests for accounts associated with multiple Federal Agencies.

< If a warehoused payment request needs to be changed (for example, to specify a different dollar amount or settlement date), the original payment must be canceled and a new payment request initiated.

< Individual items within a summary request may NOT be canceled. The entire request must be canceled.

ACTION:

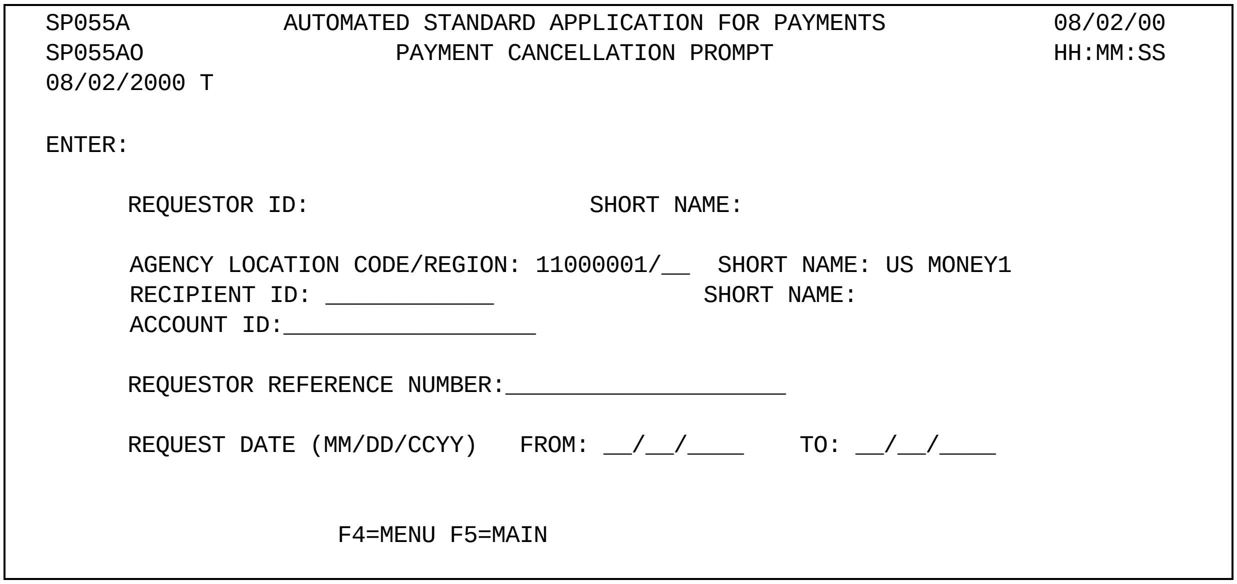
On the Payment Request Processing menu, select option 5 and press Enter.



```
SP020A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP020AO                  PAYMENT REQUEST PROCESSING                   HH:MM:SS
08/02/2000 T



              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                               ENTER SELECTION NUMBER: 5
                                               PRESS ENTER

      F2=EXIT             F5=MAIN
```

RESULT:

The Payment Cancellation Prompt screen appears.



```
SP055A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP055AO                  PAYMENT CANCELLATION PROMPT                    HH:MM:SS
08/02/2000 T

ENTER:

      REQUESTOR ID:                     SHORT NAME:

      AGENCY LOCATION CODE/REGION: 11000001/__  SHORT NAME: US MONEY1
      RECIPIENT ID: ____________                SHORT NAME:
      ACCOUNT ID:__________________

      REQUESTOR REFERENCE NUMBER:____________________

      REQUEST DATE (MM/DD/CCYY)   FROM: __/__/____    TO: __/__/____


                     F4=MENU F5=MAIN
```

SECTION 8.2.1

PAYMENT CANCELLATION:

GUIDE TO EXAMPLE

The following pages contain an example of how to use the Payment Cancellation feature to delete a pending ACH payment.

Please note that only pending ACH payments and payment requests awaiting Agency Review are eligible for cancellation and they must appear on the Payment Cancellation List.

-- **All requestors** should follow the Example to see how this feature works.

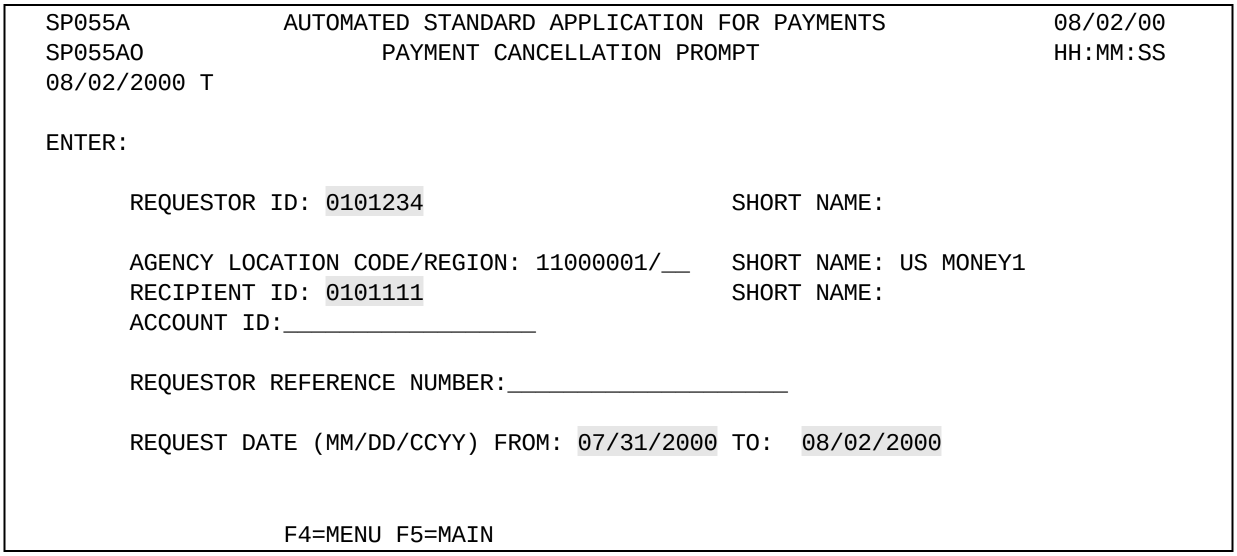
EXAMPLE

Using the **Payment Cancellation** feature, we will cancel the Warehoused ACH payment that we created in **Master Summary - Example 2**.

- One Recipient Organization
- Cancel a Warehoused (ACH) payment

STEP 1: ACTION

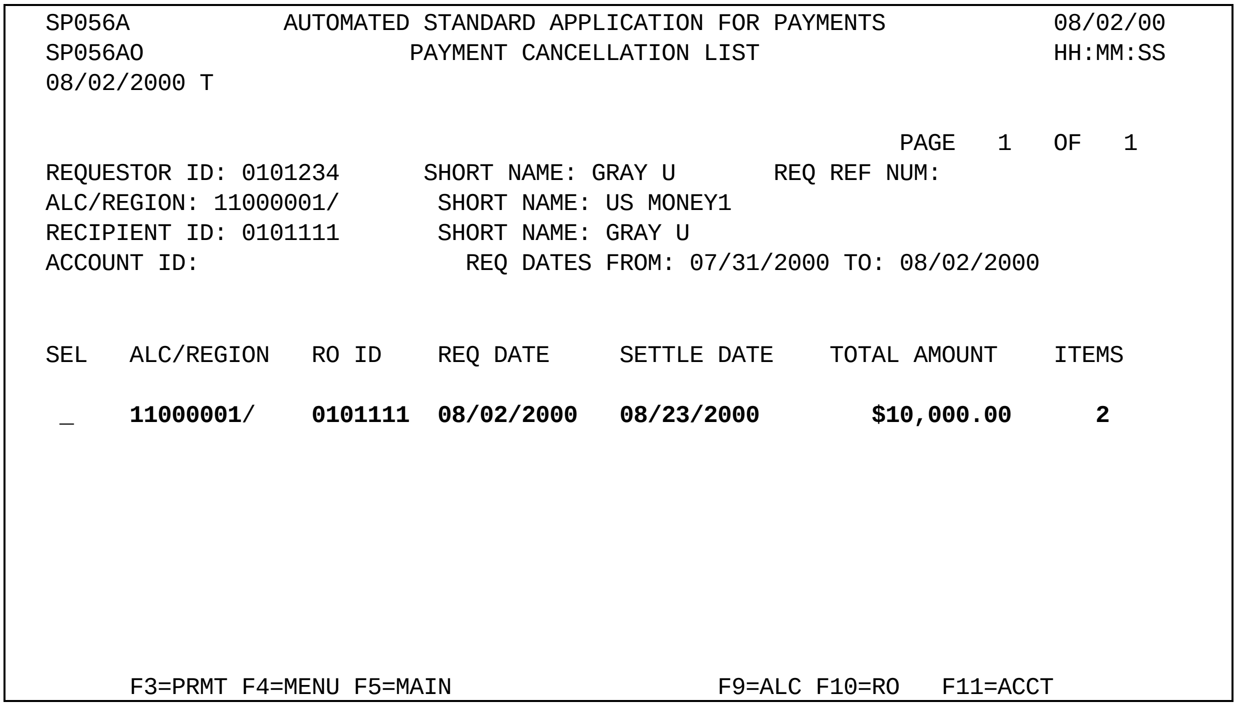
Fill in the prompt screen for the payment that needs to be canceled and enter a date range for when the Warehoused payment was requested. (NOTE: This is the date the request was made and NOT the future settlement date.) Press Enter.



```
SP055A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP055AO                 PAYMENT CANCELLATION PROMPT                     HH:MM:SS
08/02/2000 T

ENTER:

      REQUESTOR ID: 0101234                      SHORT NAME:

      AGENCY LOCATION CODE/REGION: 11000001/__   SHORT NAME: US MONEY1
      RECIPIENT ID: 0101111                      SHORT NAME:
      ACCOUNT ID:__________________

      REQUESTOR REFERENCE NUMBER:____________________

      REQUEST DATE (MM/DD/CCYY) FROM: 07/31/2000 TO:  08/02/2000


                 F4=MENU F5=MAIN
```

STEP 1: RESULT

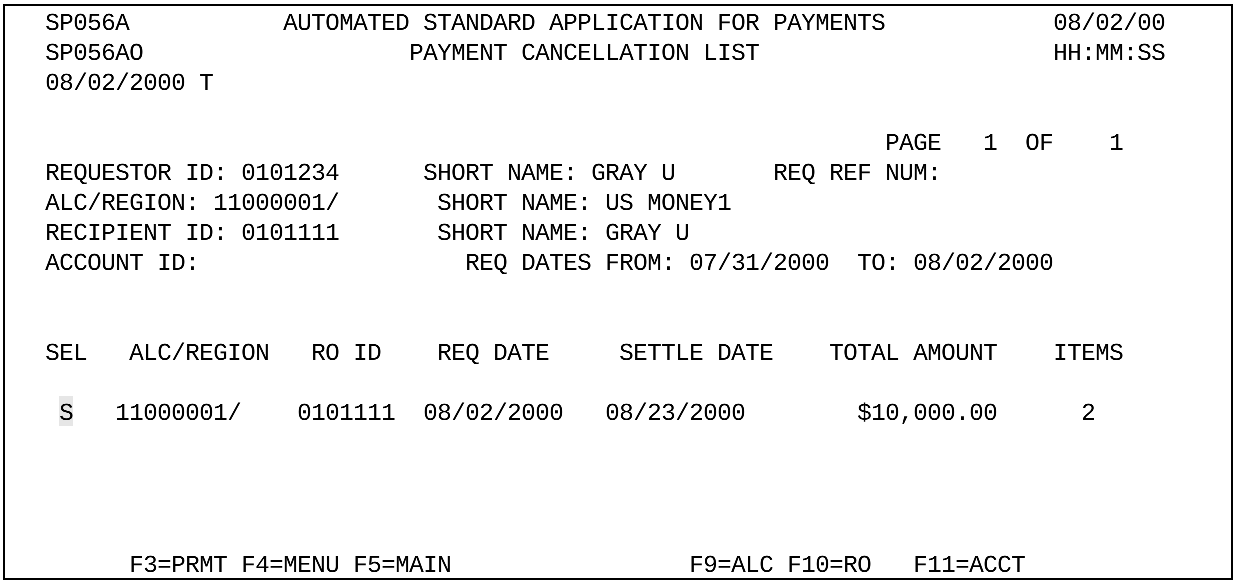
The following screen appears with all the pending ASAP ACH payments for the Federal Agency-Recipient Organization combination specified on the prompt.



```
SP056A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP056AO                   PAYMENT CANCELLATION LIST                     HH:MM:SS
08/02/2000 T

                                                             PAGE   1   OF   1
REQUESTOR ID: 0101234      SHORT NAME: GRAY U       REQ REF NUM:
ALC/REGION: 11000001/       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111       SHORT NAME: GRAY U
ACCOUNT ID:                   REQ DATES FROM: 07/31/2000 TO: 08/02/2000


SEL   ALC/REGION   RO ID    REQ DATE     SETTLE DATE    TOTAL AMOUNT    ITEMS

 _    11000001/    0101111  08/02/2000   08/23/2000        $10,000.00      2







      F3=PRMT F4=MENU F5=MAIN                   F9=ALC F10=RO   F11=ACCT
```

STEP 2: ACTION

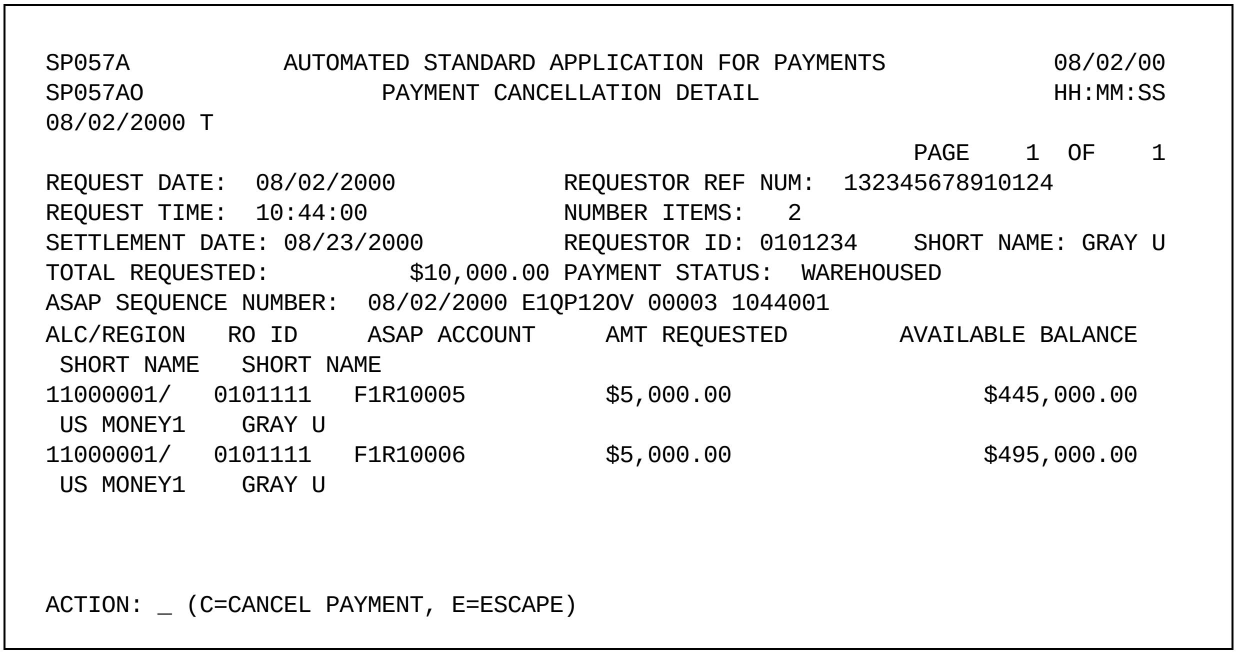
Enter S under the SEL field to view the payment detail information. NOTE: Depending on the pace at which you proceed through the payment request examples, you may see a list that includes payments other than the warehoused payment. At a minimum, you will see the warehoused payment request on this list. Select this payment and continue.



```
SP056A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP056AO                   PAYMENT CANCELLATION LIST                     HH:MM:SS
08/02/2000 T

                                                            PAGE   1  OF    1
REQUESTOR ID: 0101234      SHORT NAME: GRAY U       REQ REF NUM:
ALC/REGION: 11000001/       SHORT NAME: US MONEY1
RECIPIENT ID: 0101111       SHORT NAME: GRAY U
ACCOUNT ID:                   REQ DATES FROM: 07/31/2000  TO: 08/02/2000


SEL   ALC/REGION   RO ID    REQ DATE     SETTLE DATE    TOTAL AMOUNT    ITEMS

 S   11000001/    0101111  08/02/2000   08/23/2000        $10,000.00      2




      F3=PRMT F4=MENU F5=MAIN                 F9=ALC F10=RO   F11=ACCT
```

STEP 2: RESULT

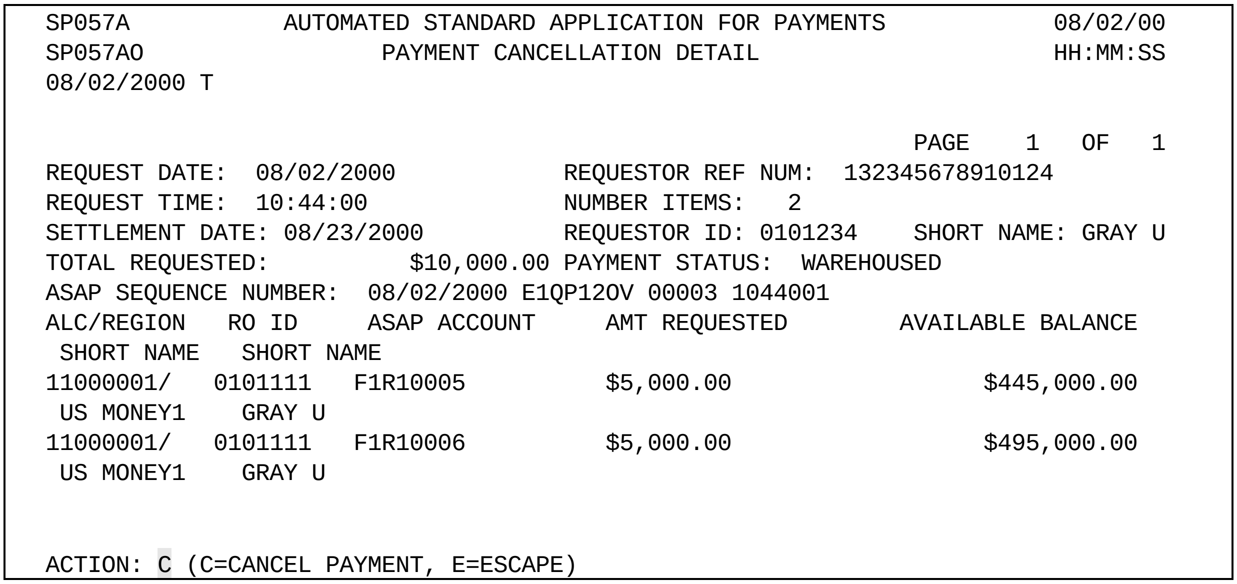
The payment detail appears.



```
SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP057AO                 PAYMENT CANCELLATION DETAIL                     HH:MM:SS
08/02/2000 T
                                                              PAGE    1  OF    1
REQUEST DATE:  08/02/2000            REQUESTOR REF NUM:  132345678910124
REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED        AVAILABLE BALANCE
 SHORT NAME   SHORT NAME
11000001/   0101111   F1R10005          $5,000.00                  $445,000.00
 US MONEY1    GRAY U
11000001/   0101111   F1R10006          $5,000.00                  $495,000.00
 US MONEY1    GRAY U



ACTION: _ (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 3: ACTION

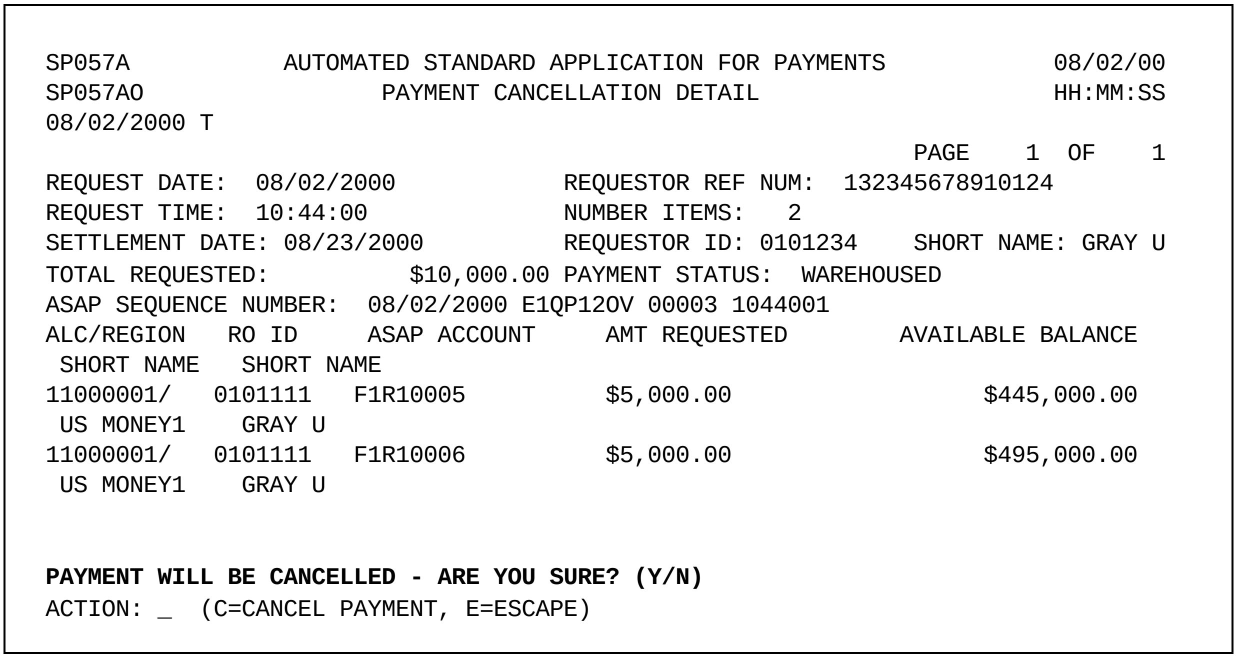
Once the payment detail information has been reviewed, the payment requestor has the option to cancel the payment or escape from the Payment Cancellation function. If cancellation is chosen, enter C in the Action field. If escape is chosen, enter E in the Action field.



```
SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP057AO                 PAYMENT CANCELLATION DETAIL                     HH:MM:SS
08/02/2000 T

                                                              PAGE    1   OF   1
REQUEST DATE:  08/02/2000            REQUESTOR REF NUM:  132345678910124
REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED        AVAILABLE BALANCE
 SHORT NAME   SHORT NAME
11000001/   0101111   F1R10005          $5,000.00                  $445,000.00
 US MONEY1    GRAY U
11000001/   0101111   F1R10006          $5,000.00                  $495,000.00
 US MONEY1    GRAY U


ACTION: C (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 3: RESULT

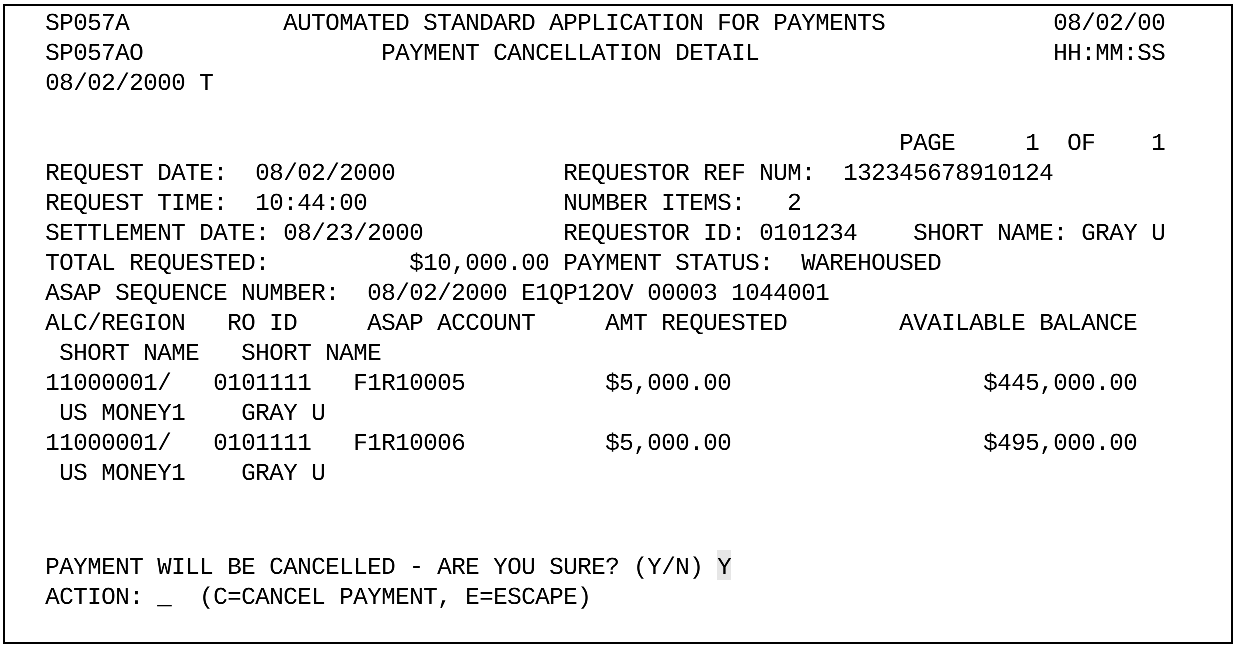
A message appears asking you to confirm your cancellation of the payment request.



```
SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP057AO                 PAYMENT CANCELLATION DETAIL                     HH:MM:SS
08/02/2000 T
                                                              PAGE    1  OF    1
REQUEST DATE:  08/02/2000            REQUESTOR REF NUM:  132345678910124
REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED        AVAILABLE BALANCE
 SHORT NAME   SHORT NAME
11000001/   0101111   F1R10005          $5,000.00                  $445,000.00
 US MONEY1    GRAY U
11000001/   0101111   F1R10006          $5,000.00                  $495,000.00
 US MONEY1    GRAY U


PAYMENT WILL BE CANCELLED - ARE YOU SURE? (Y/N)
ACTION: _  (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 4: ACTION

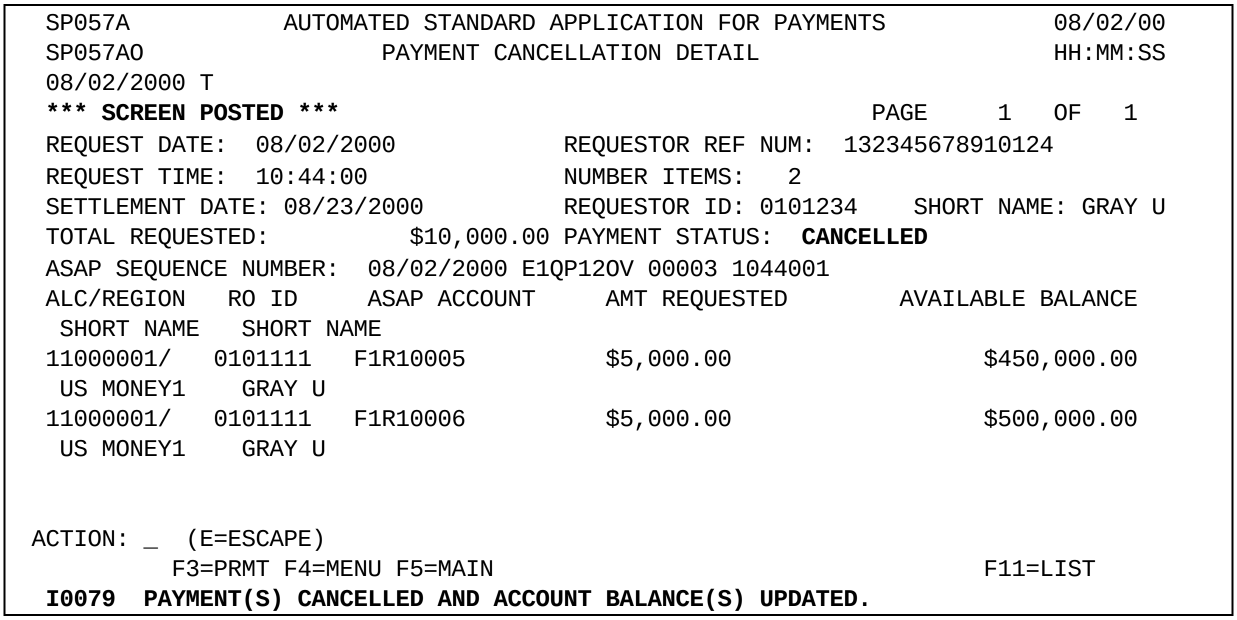
To confirm that you wish to cancel the payment request, respond to the message by typing Y for yes and pressing Enter.



```
SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP057AO                 PAYMENT CANCELLATION DETAIL                     HH:MM:SS
08/02/2000 T

                                                             PAGE     1  OF    1
REQUEST DATE:  08/02/2000            REQUESTOR REF NUM:  132345678910124
REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED        AVAILABLE BALANCE
 SHORT NAME   SHORT NAME
11000001/   0101111   F1R10005          $5,000.00                  $445,000.00
 US MONEY1    GRAY U
11000001/   0101111   F1R10006          $5,000.00                  $495,000.00
 US MONEY1    GRAY U


PAYMENT WILL BE CANCELLED - ARE YOU SURE? (Y/N) Y
ACTION: _  (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 4: RESULT

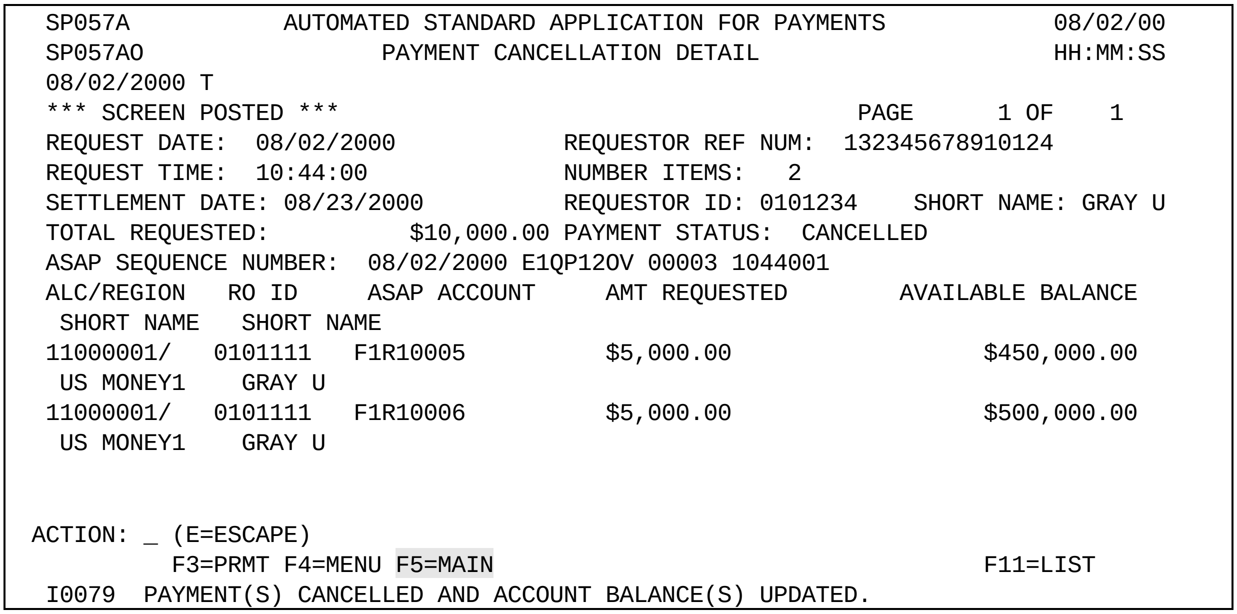
Please note that amounts associated with canceled payments update the available balance of the appropriate ASAP accounts and are immediately available.



```
 SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
 SP057AO                 PAYMENT CANCELLATION DETAIL                     HH:MM:SS
 08/02/2000 T
 *** SCREEN POSTED ***                                      PAGE     1   OF   1
 REQUEST DATE:  08/02/2000            REQUESTOR REF NUM:  132345678910124
 REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  CANCELLED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED        AVAILABLE BALANCE
  SHORT NAME   SHORT NAME
 11000001/   0101111   F1R10005          $5,000.00                  $450,000.00
  US MONEY1    GRAY U
 11000001/   0101111   F1R10006          $5,000.00                  $500,000.00
  US MONEY1    GRAY U


ACTION: _  (E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN                                   F11=LIST
 I0079  PAYMENT(S) CANCELLED AND ACCOUNT BALANCE(S) UPDATED.
```

STEP 5: ACTION

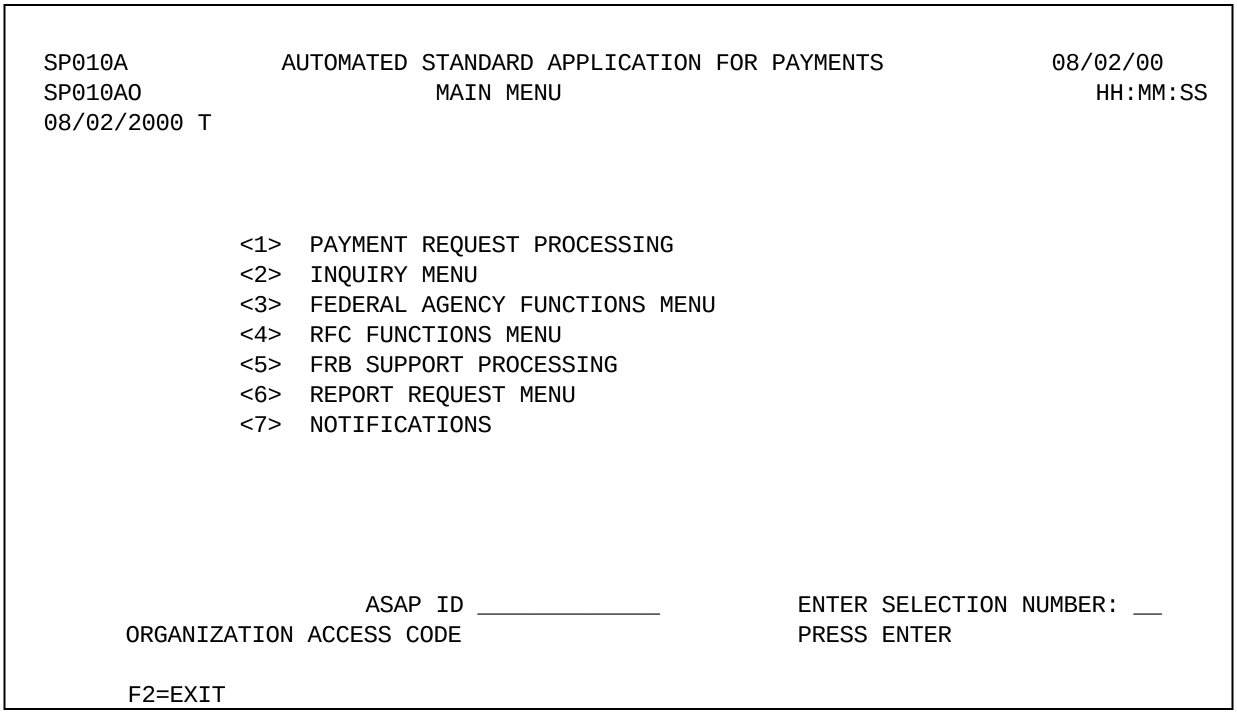
Once the selected payment has been canceled, press F5 = MAIN to return to the Main Menu.



```
 SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP057AO                 PAYMENT CANCELLATION DETAIL                    HH:MM:SS
 08/02/2000 T
 *** SCREEN POSTED ***                                    PAGE      1 OF    1
 REQUEST DATE:  08/02/2000           REQUESTOR REF NUM:  132345678910124
 REQUEST TIME:  10:44:00             NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000         REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  CANCELLED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME   SHORT NAME
 11000001/   0101111   F1R10005          $5,000.00                 $450,000.00
  US MONEY1    GRAY U
 11000001/   0101111   F1R10006          $5,000.00                 $500,000.00
  US MONEY1    GRAY U


ACTION: _ (E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN                                  F11=LIST
 I0079  PAYMENT(S) CANCELLED AND ACCOUNT BALANCE(S) UPDATED.
```

STEP 5: RESULT

The Main Menu appears.



```
 SP010A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP010AO                     MAIN MENU                                     HH:MM:SS
 08/02/2000 T



              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS





                       ASAP ID _____________         ENTER SELECTION NUMBER: __
       ORGANIZATION ACCESS CODE                        PRESS ENTER

       F2=EXIT
```

CHAPTER 9:

MAKING ADJUSTMENTS

PURPOSE

In this chapter, you will learn how to make cash adjustments using either the **Summary Payment with Negative Draw Adjustment** or the **Book Entry Adjustment** features.

PLEASE NOTE that another adjustment option is available. If the amount of the adjustment exceeds what you can be offset in a Summary Payment with Negative Draw, or if the Requestor’s policies or procedures preclude Negative Draws, returning funds is another alternative. However, this is NOT an adjustment that you can initiate through the ASAP system. The Payment Requestor must have its financial institution return funds to the ASAP system. Funds may be returned via FEDWIRE or ACH. Funds are returned to an ASAP suspense account, and then classified by the RFC to the ASAP account(s) for which the adjustment is being made.

Instructions for returning funds are supplied in the ASAP Payment Formats Package. It is located on the ASAP web site at http://www.fms.treas.gov/asap/pay-intro.html. You may also contact your servicing RFC for a hard copy.

REASONS FOR ADJUSTMENTS

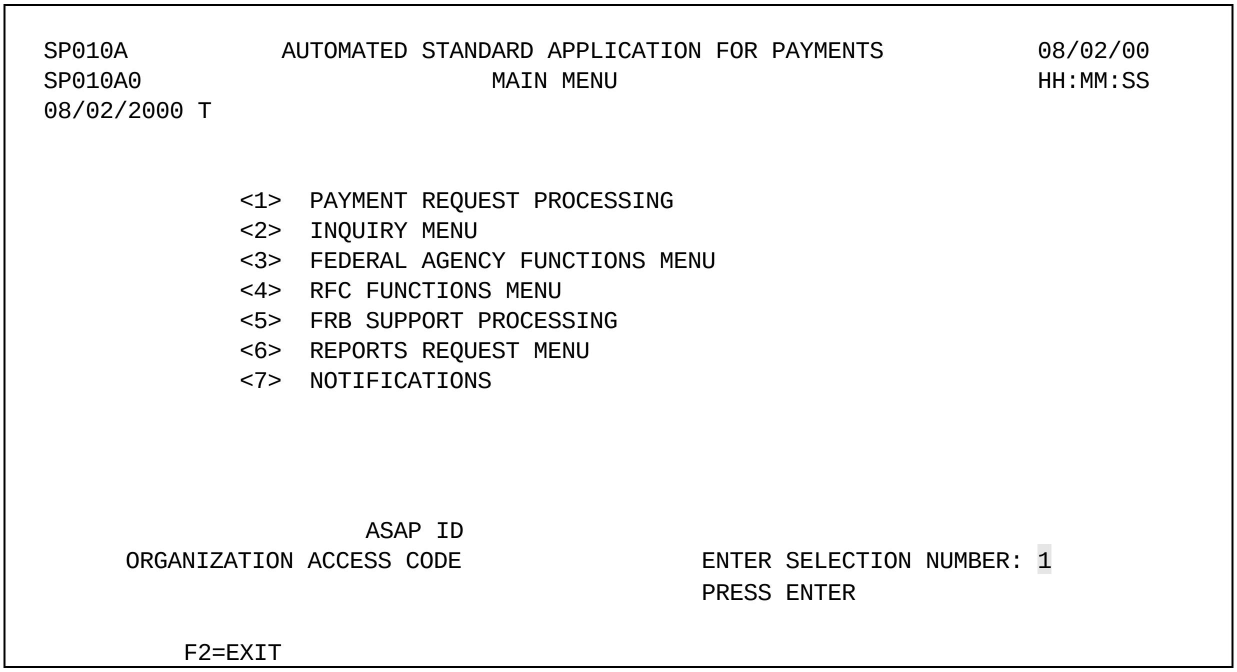
Adjustments typically occur following the collection of funds, the reconciliation of outlays, the drawing of funds from the wrong account by a Payment Requestor, or any other condition that results in excess cash on hand at the recipient level.

GETTING STARTED

Both the Summary Payment with Negative Draw Adjustment and the Book Entry Adjustment features are accessible through the Payment Request Processing menu.   See the Example on the following page.

ACTION:

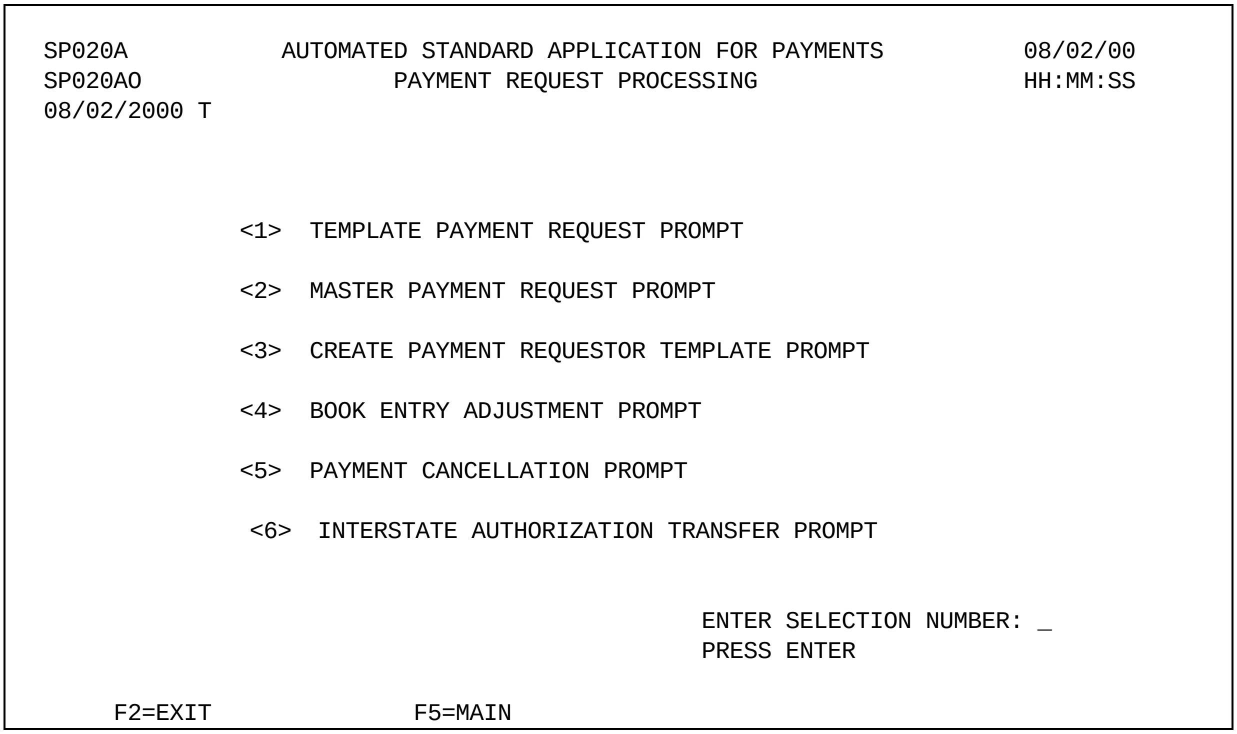
On the Main Menu, type 1 for Payment Request Processing and press Enter.



```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010A0                        MAIN MENU                             HH:MM:SS
08/02/2000 T


              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORTS REQUEST MENU
              <7>  NOTIFICATIONS




                       ASAP ID
      ORGANIZATION ACCESS CODE                ENTER SELECTION NUMBER: 1
                                              PRESS ENTER

          F2=EXIT
```

RESULT:

The Payment Request Processing menu appears.



```
SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP020AO                 PAYMENT REQUEST PROCESSING                  HH:MM:SS
08/02/2000 T



              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

               <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                              ENTER SELECTION NUMBER: _
                                              PRESS ENTER

     F2=EXIT              F5=MAIN
```

SECTION 9.1

Summary Payment with Negative Draw Adjustment

A Summary Payment with a Negative Draw Adjustment is a request for funds which includes a negative draw from one or more accounts and for which the net total of the draw is greater than zero. **The net amount of the adjustment MUST BE greater than zero - it cannot be zero, and it cannot be negative. A negative Draw ALWAYS RESULTS in a payment going to the payment requestor's bank account.** Typically, Negative Draws are used to offset payments for receivable amounts due a Federal Agency. However, Negative Draws may also be used to adjust, return, and redistribute excess cash on hand at the same time as making a funding request.

The Negative Draw feature allows the user to enter negative amounts for one or more accounts on the summary payment request as long as the total amount of the request is positive. However, users cannot increase the available balance of an account to an amount greater than the cumulative authorized amount. Each of the request processes in ASAP (**Master** and **Template**) allows for a Negative Draw when requesting a **summary payment**. Recall, however, that Federal Agencies may only make payment requests using the Master payment request feature.

The following Example illustrates how to perform a basic Summary Payment with Negative Draw Adjustment.

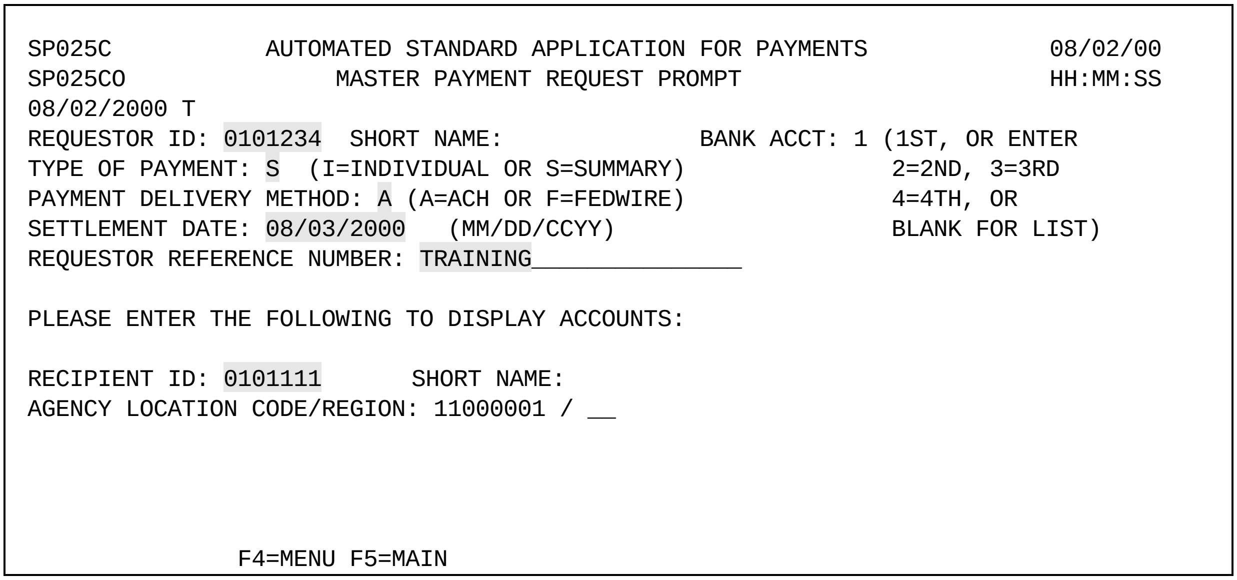
EXAMPLE

Using the Master Payment Request process, we will make a request for funds with a negative draw.

- One Recipient Organization
- More than one screen of accounts
- Summary ACH payment

STEP 1: ACTION

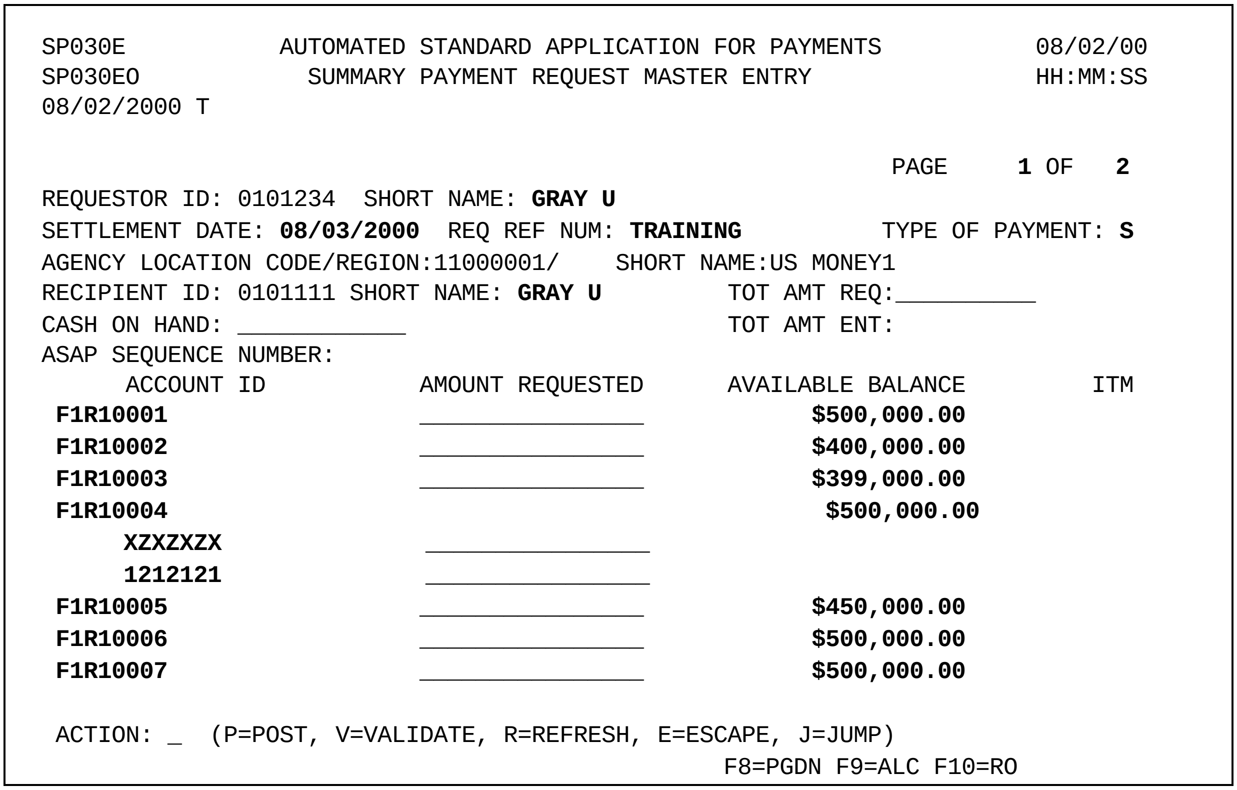
After selecting menu option 2 from the Payment Request Processing menu, the Master Payment Request prompt screen appears. Fill in the prompt screen as shown below and press Enter.



```
SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                      HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234  SHORT NAME:              BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)             2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)             4=4TH, OR
SETTLEMENT DATE: 08/03/2000   (MM/DD/CCYY)                  BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TRAINING_______________

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111      SHORT NAME:
AGENCY LOCATION CODE/REGION: 11000001 / __




               F4=MENU F5=MAIN
```

STEP 1: RESULT

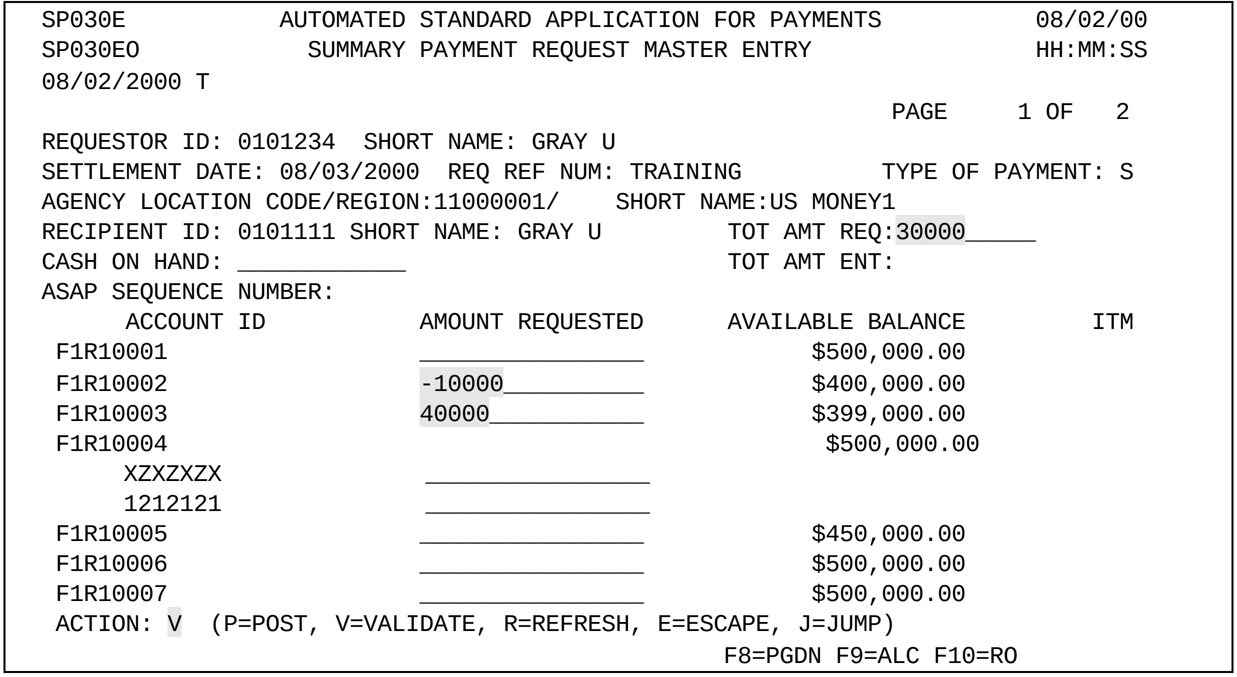
The request entry screen is displayed with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.



```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY                HH:MM:SS
08/02/2000 T

                                                             PAGE     1 OF   2
REQUESTOR ID: 0101234  SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:11000001/    SHORT NAME:US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U         TOT AMT REQ:__________
CASH ON HAND: ____________                       TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE        ITM
 F1R10001                  ________________            $500,000.00
 F1R10002                  ________________            $400,000.00
 F1R10003                  ________________            $399,000.00
 F1R10004                                               $500,000.00
      XZXZXZX               ________________
      1212121               ________________
 F1R10005                  ________________            $450,000.00
 F1R10006                  ________________            $500,000.00
 F1R10007                  ________________            $500,000.00

 ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                 F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

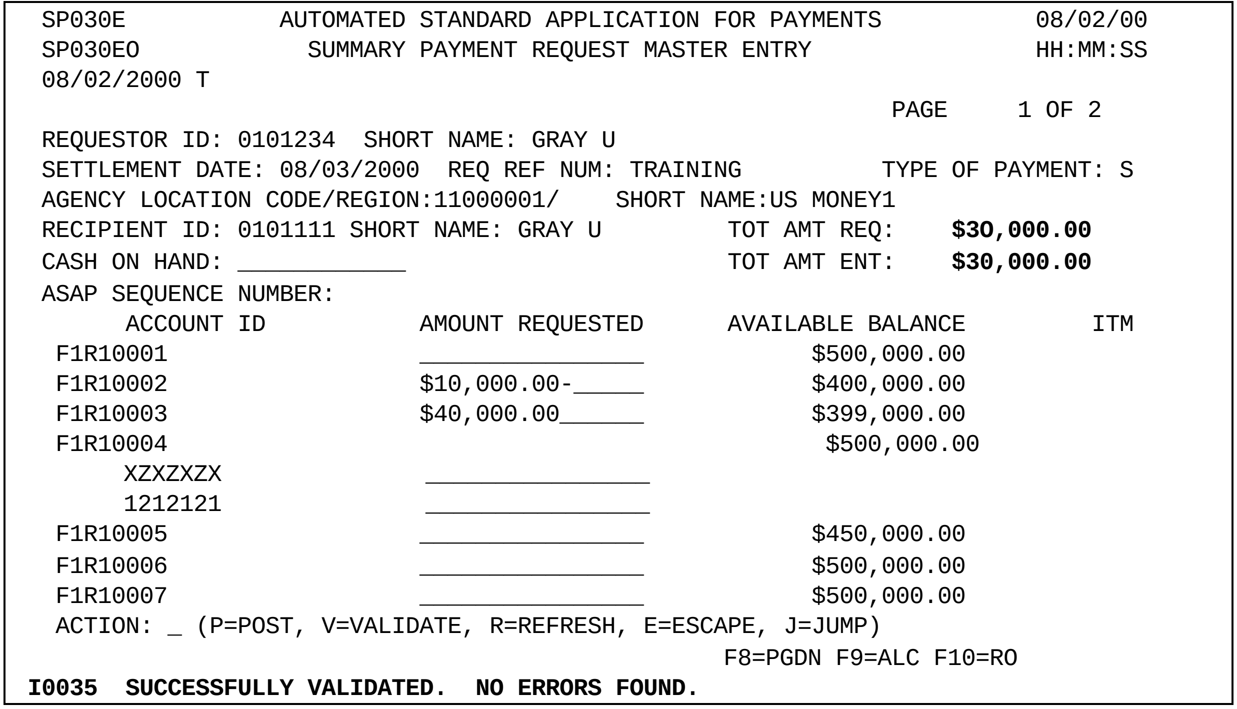
Enter the total amount requested, in the TOT AMT REQ field, which is the net total of the summary payment (positive draws minus negative draws). Enter the AMOUNT REQUESTED from each desired account. Enter a minus (-) sign in front of the negative draw amount. Type a V in the ACTION field and press Enter to validate the page.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO           SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
08/02/2000 T
                                                             PAGE     1 OF   2
REQUESTOR ID: 0101234  SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: TRAINING         TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:11000001/    SHORT NAME:US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U         TOT AMT REQ:30000_____
CASH ON HAND: ____________                       TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE         ITM
 F1R10001                 ________________            $500,000.00
 F1R10002                 -10000__________            $400,000.00
 F1R10003                 40000___________            $399,000.00
 F1R10004                                              $500,000.00
      XZXZXZX              ________________
      1212121              ________________
 F1R10005                 ________________            $450,000.00
 F1R10006                 ________________            $500,000.00
 F1R10007                 ________________            $500,000.00
 ACTION: V  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                 F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

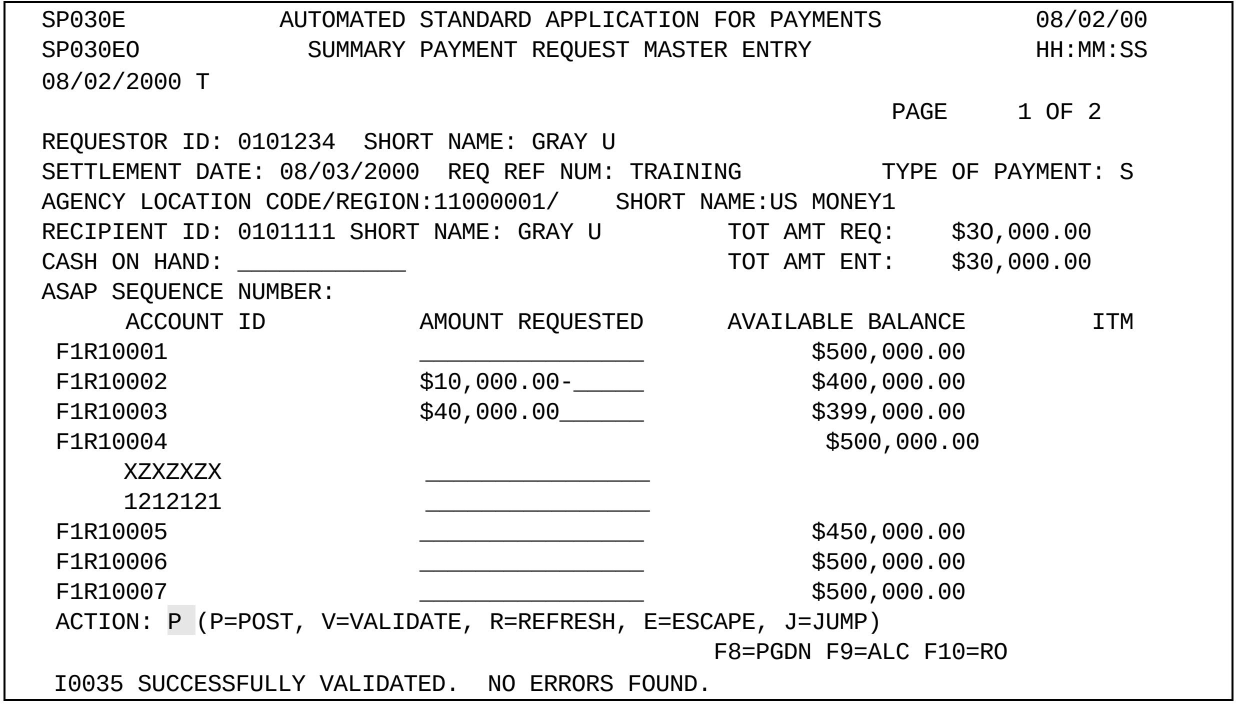
The system validates your entries and formats all dollar amounts. Note: The pre-request available balances have not changed.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO           SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
08/02/2000 T
                                                             PAGE     1 OF 2
REQUESTOR ID: 0101234  SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: TRAINING         TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:11000001/    SHORT NAME:US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U         TOT AMT REQ:    $30,000.00
CASH ON HAND: ____________                       TOT AMT ENT:    $30,000.00
ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE         ITM
 F1R10001                 ________________            $500,000.00
 F1R10002                 $10,000.00-_____            $400,000.00
 F1R10003                 $40,000.00______            $399,000.00
 F1R10004                                              $500,000.00
      XZXZXZX              ________________
      1212121              ________________
 F1R10005                 ________________            $450,000.00
 F1R10006                 ________________            $500,000.00
 F1R10007                 ________________            $500,000.00
 ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                 F8=PGDN F9=ALC F10=RO
I0035  SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.
```

STEP 3: ACTION

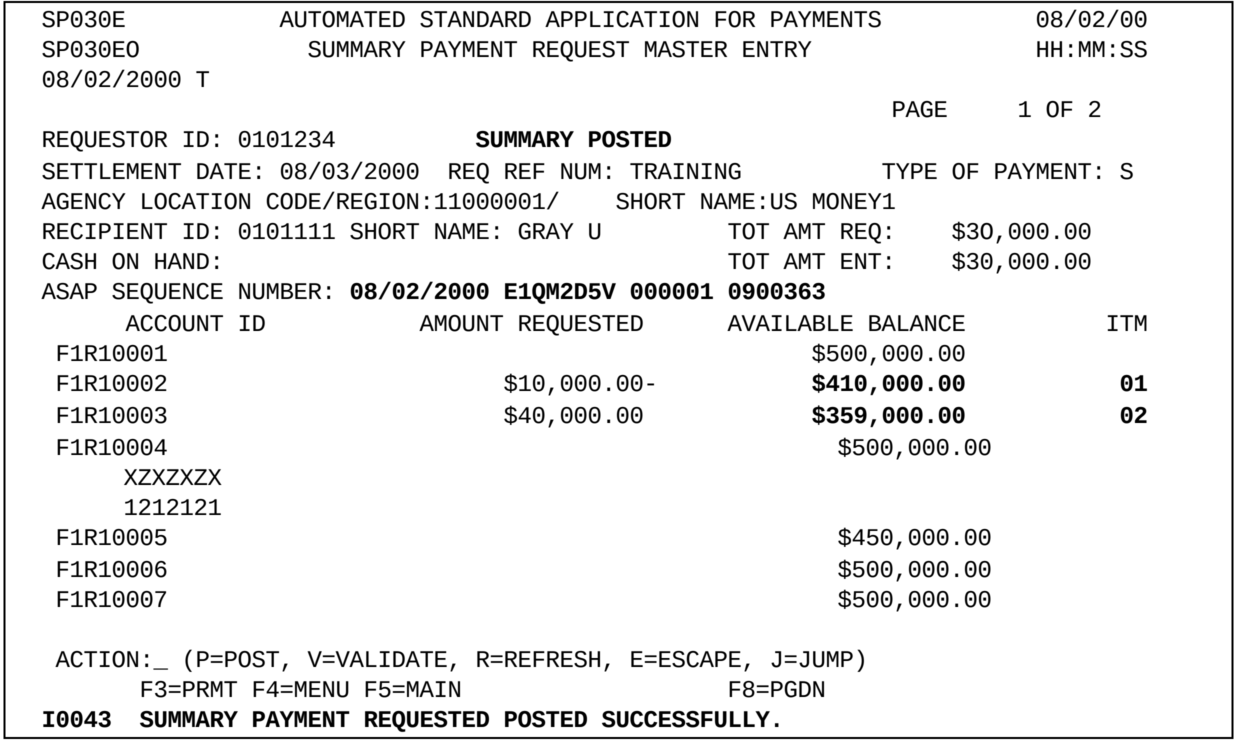
Type a P in the ACTION field and press Enter to post your request.



```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
08/02/2000 T
                                                             PAGE     1 OF 2
REQUESTOR ID: 0101234  SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:11000001/    SHORT NAME:US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U        TOT AMT REQ:    $30,000.00
CASH ON HAND: ____________                      TOT AMT ENT:    $30,000.00
ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE         ITM
 F1R10001                  ________________            $500,000.00
 F1R10002                  $10,000.00-_____            $400,000.00
 F1R10003                  $40,000.00______            $399,000.00
 F1R10004                                               $500,000.00
      XZXZXZX              ________________
      1212121              ________________
 F1R10005                  ________________            $450,000.00
 F1R10006                  ________________            $500,000.00
 F1R10007                  ________________            $500,000.00
 ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                F8=PGDN F9=ALC F10=RO
 I0035 SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.
```

STEP 3: RESULT

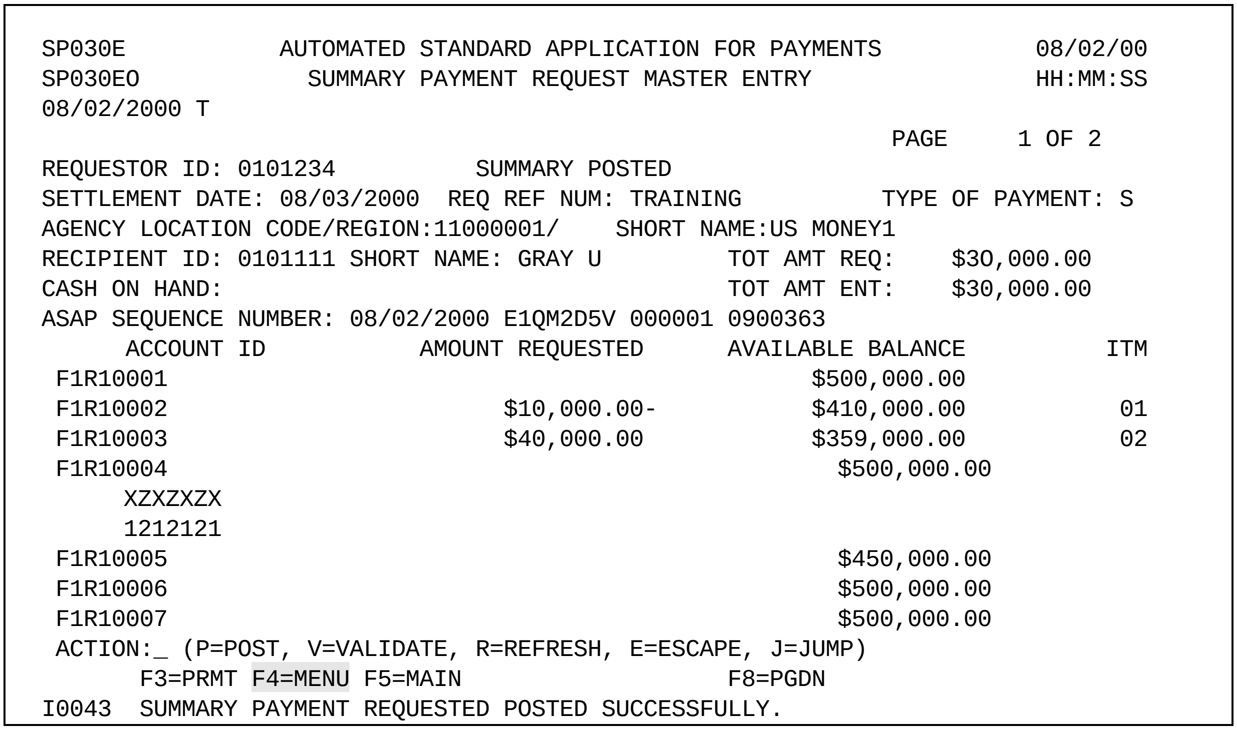
The system re-edits and posts your entries. The screen displays the updated available balances which now reflect the draws. The system also assigns an ASAP SEQUENCE NUMBER to the summary payment and ITEM NUMBERS to each component request. **Note**: The available balance for account F1R10002 increases because of the posted negative draw.



```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
08/02/2000 T
                                                             PAGE     1 OF 2
REQUESTOR ID: 0101234          SUMMARY POSTED
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:11000001/    SHORT NAME:US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U        TOT AMT REQ:    $30,000.00
CASH ON HAND:                                   TOT AMT ENT:    $30,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE          ITM
 F1R10001                                              $500,000.00
 F1R10002                        $10,000.00-           $410,000.00           01
 F1R10003                        $40,000.00            $359,000.00           02
 F1R10004                                                $500,000.00
      XZXZXZX
      1212121
 F1R10005                                                $450,000.00
 F1R10006                                                $500,000.00
 F1R10007                                                $500,000.00

 ACTION:_ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                   F8=PGDN
I0043  SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 4: ACTION

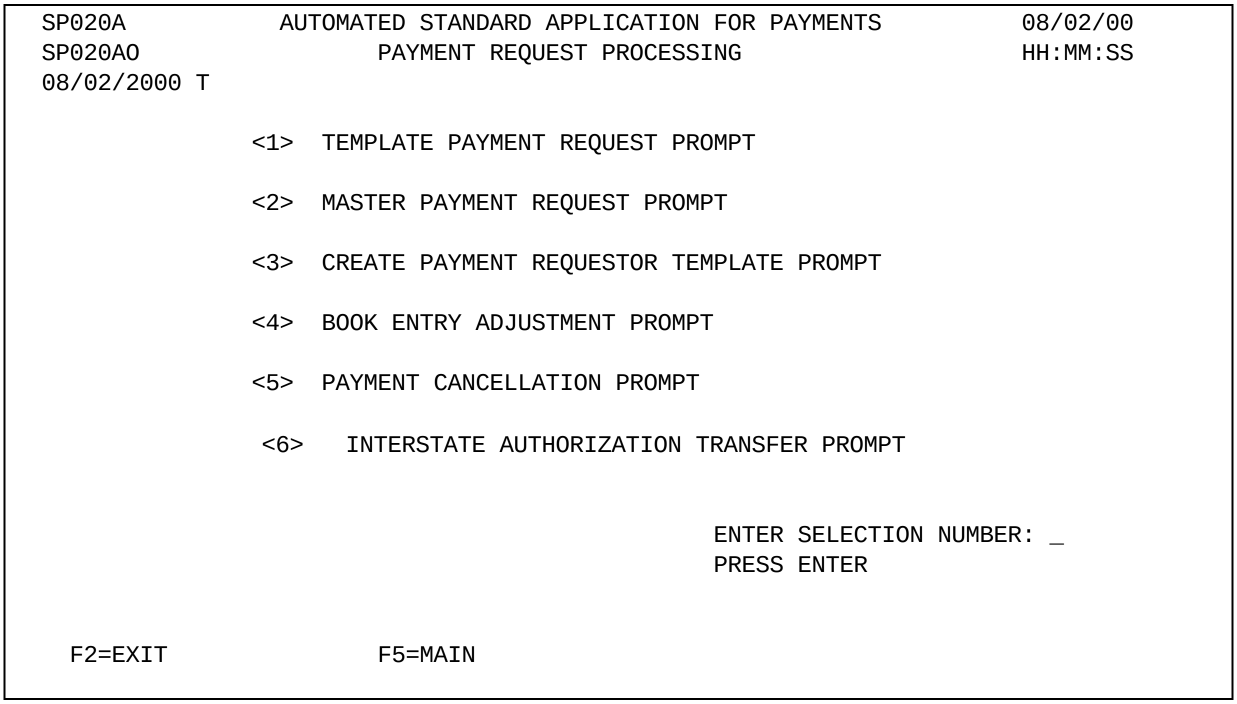
Press F4=Menu to return to the Payment Request Processing Menu.



```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO           SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
08/02/2000 T
                                                           PAGE     1 OF 2
REQUESTOR ID: 0101234          SUMMARY POSTED
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:11000001/    SHORT NAME:US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U        TOT AMT REQ:    $30,000.00
CASH ON HAND:                                   TOT AMT ENT:    $30,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE          ITM
 F1R10001                                              $500,000.00
 F1R10002                    $10,000.00-           $410,000.00           01
 F1R10003                    $40,000.00            $359,000.00           02
 F1R10004                                                $500,000.00
      XZXZXZX
      1212121
 F1R10005                                                $450,000.00
 F1R10006                                                $500,000.00
 F1R10007                                                $500,000.00
 ACTION:_ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                   F8=PGDN
I0043  SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The Payment Request Processing Menu appears.



```
SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP020AO                PAYMENT REQUEST PROCESSING                   HH:MM:SS
08/02/2000 T

               <1>  TEMPLATE PAYMENT REQUEST PROMPT

               <2>  MASTER PAYMENT REQUEST PROMPT

               <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

               <4>  BOOK ENTRY ADJUSTMENT PROMPT

               <5>  PAYMENT CANCELLATION PROMPT

                <6>   INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                               ENTER SELECTION NUMBER: _
                                               PRESS ENTER


  F2=EXIT              F5=MAIN
```

SECTION 9.2

BOOK ENTRY ADJUSTMENTS

The Book Entry Adjustment feature allows the user to adjust cash on hand balances between ASAP Accounts that share the same Agency Location Code/Region **without making a funding request**. It works like a journal entry in a general ledger, using increases and decreases to individual accounts to reflect adjustments. Characteristically, Book Entry Adjustments are made to adjust account balances, adjust excess cash on hand, or to correct a draw made from a wrong account.

Book Entry Adjustments may be entered for any accounts associated with a single Agency Location Code/Region. Requestors must procedurally, however, follow guidelines from the granting Federal Agency when making Book Entry Adjustments between ASAP accounts.

Book Entry Adjustments NEVER result in a payment being delivered to the Recipient's bank account, and all decreases must equal increases (the net effect of a book entry's adjustment is always zero).

In addition, the Book Entry feature precludes users from increasing the available balance of an ASAP Account to an amount greater than the cumulative authorized amount for that account.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this feature:

< **Adjustment Reference Number** - an optional identifier from 1 to 15 characters which may be assigned to the book entry adjustment.

< **Adjustment Reason** - an optional description of the adjustment entered by the user of up to 3 lines of 50 characters each.

< **ASAP Sequence Number** - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

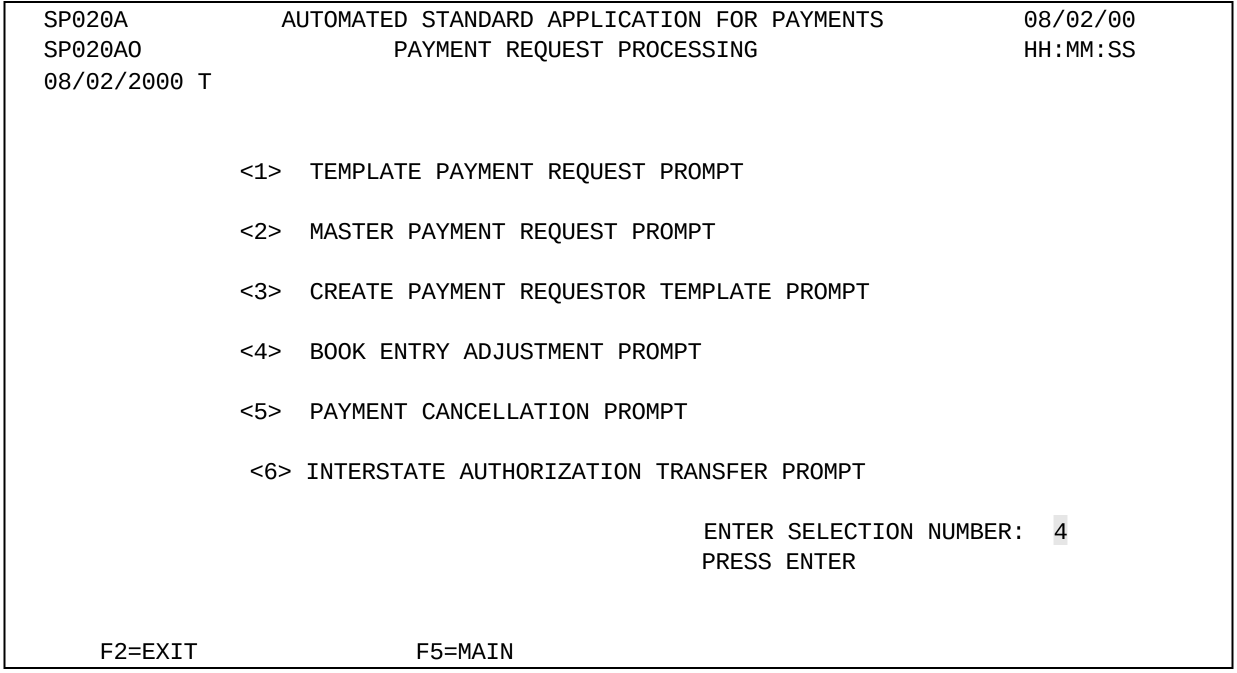
> **Date** - the date the transaction was posted.
>
> **Terminal ID** - the ASAP terminal (PC connection) from which the adjustment was made.
>
> **Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

- **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.
- **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.
- **Tot Decr** - The system calculated sum of all decreases in an adjustment transaction.
- **Tot Incr** - The system calculated sum of all increases in an adjustment transaction.
- **ITM** - sequential numbers assigned by the system to each item within an adjustment when the adjustment is posted.

The following Example illustrates how to use the Book Entry Adjustment feature in ASAP.
To get to the starting point for the Example, follow the steps below:

ACTION:

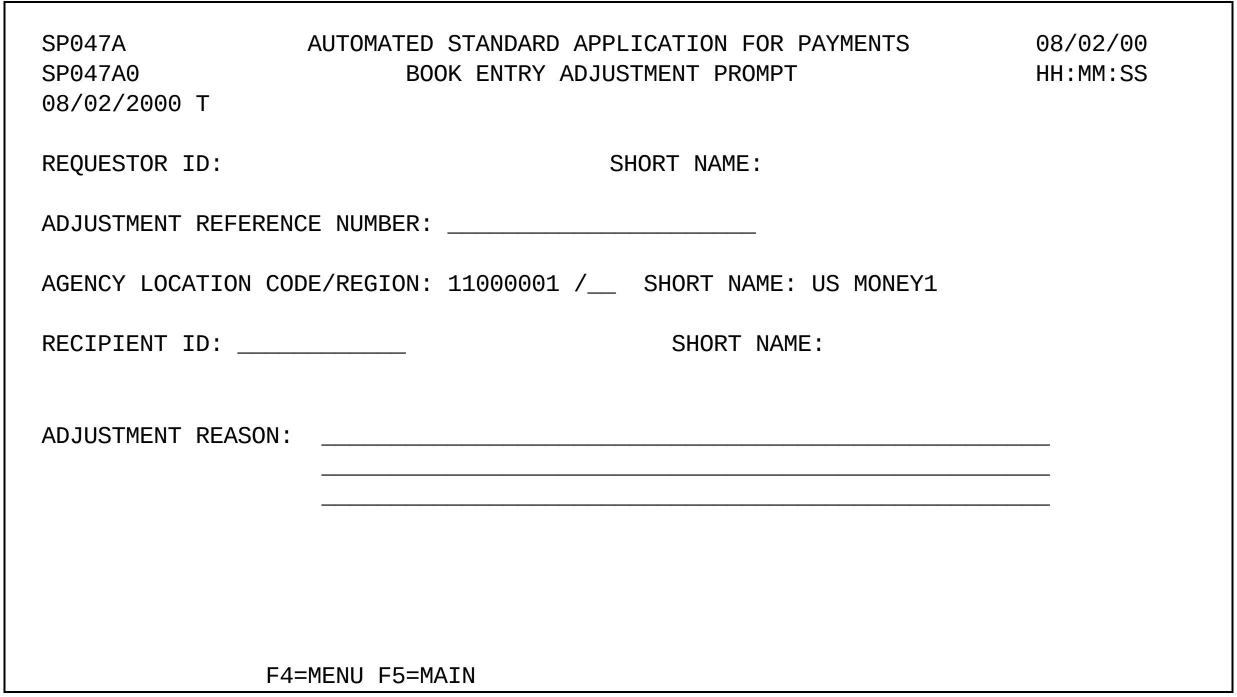
Select item 4 from the Payment Request Processing Menu and press Enter.



```
SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP020AO                 PAYMENT REQUEST PROCESSING                   HH:MM:SS
08/02/2000 T


              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

               <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                        ENTER SELECTION NUMBER:  4
                                        PRESS ENTER


    F2=EXIT               F5=MAIN
```

RESULT:

The Book Entry Adjustment Prompt screen appears.



```
SP047A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP047A0                  BOOK ENTRY ADJUSTMENT PROMPT                 HH:MM:SS
08/02/2000 T

REQUESTOR ID:                           SHORT NAME:

ADJUSTMENT REFERENCE NUMBER: ______________________

AGENCY LOCATION CODE/REGION: 11000001 /__  SHORT NAME: US MONEY1

RECIPIENT ID: ____________                   SHORT NAME:


ADJUSTMENT REASON:  ____________________________________________________
                    ____________________________________________________
                    ____________________________________________________





                F4=MENU F5=MAIN
```

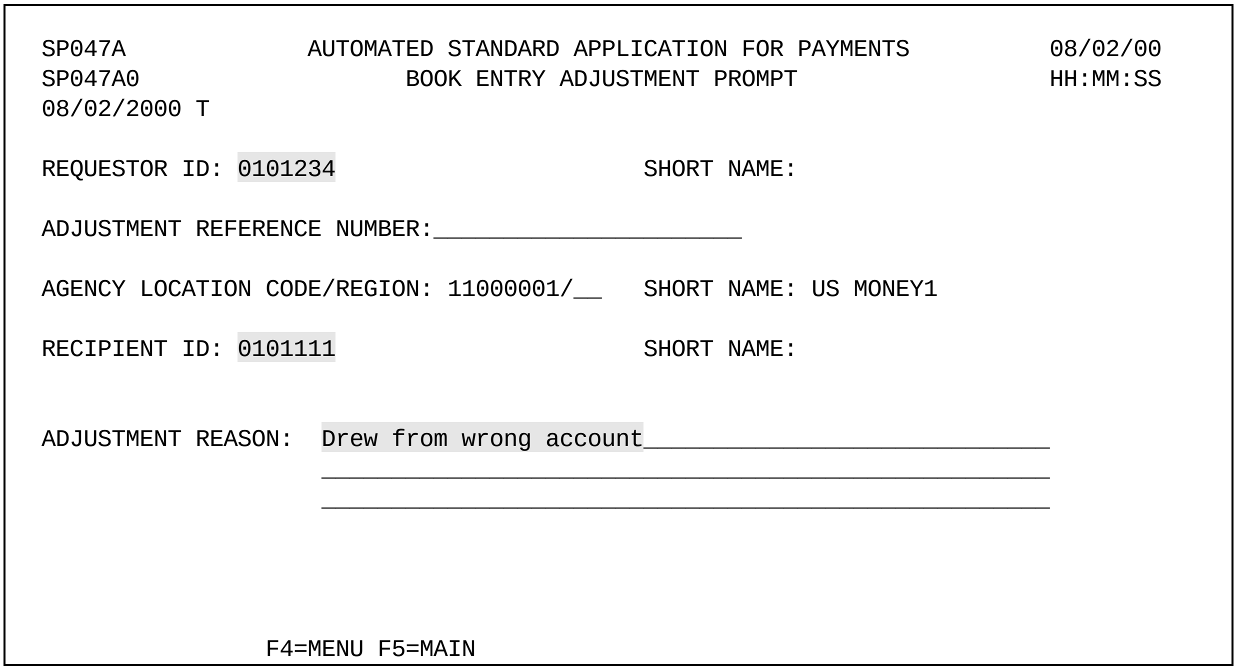
EXAMPLE

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for multiple accounts.

- One Recipient
- Multiple Accounts

STEP 1: ACTION

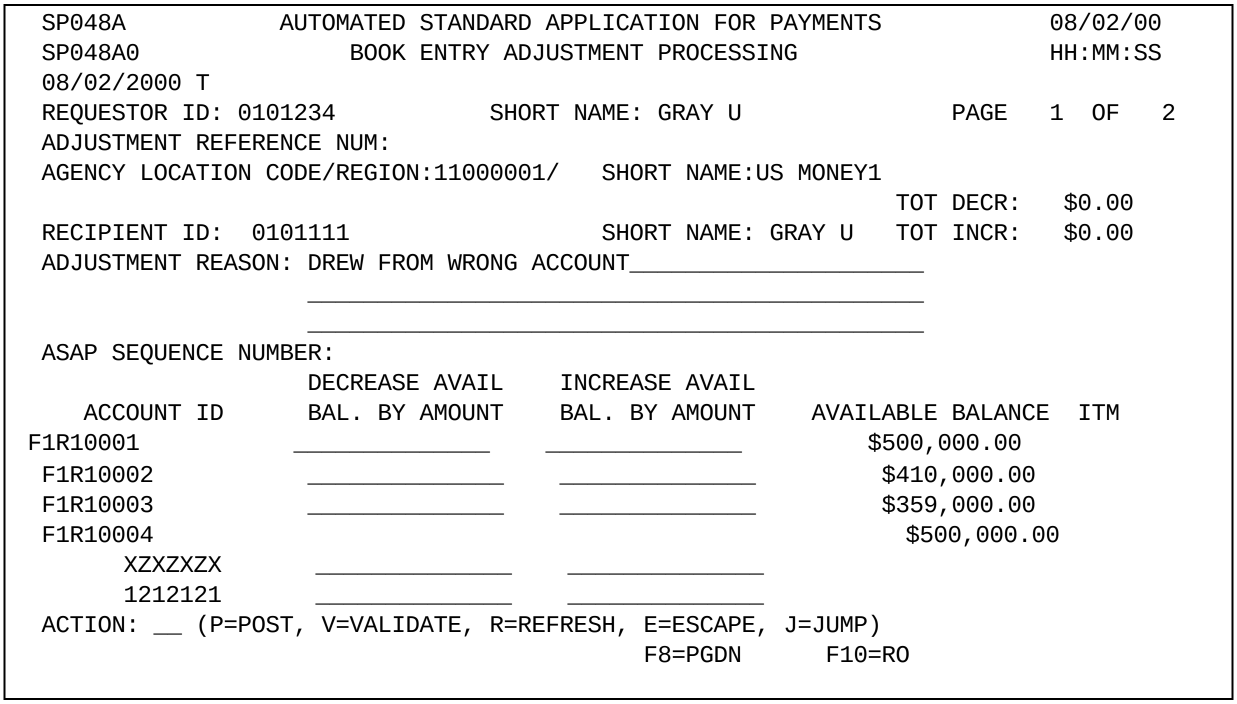
Fill in the prompt screen as shown below and press Enter.



```
SP047A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP047A0                   BOOK ENTRY ADJUSTMENT PROMPT                  HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234                      SHORT NAME:

ADJUSTMENT REFERENCE NUMBER:______________________

AGENCY LOCATION CODE/REGION: 11000001/__   SHORT NAME: US MONEY1

RECIPIENT ID: 0101111                      SHORT NAME:


ADJUSTMENT REASON:  Drew from wrong account_____________________________
                    ____________________________________________________
                    ____________________________________________________




                F4=MENU F5=MAIN
```

STEP 1: RESULT

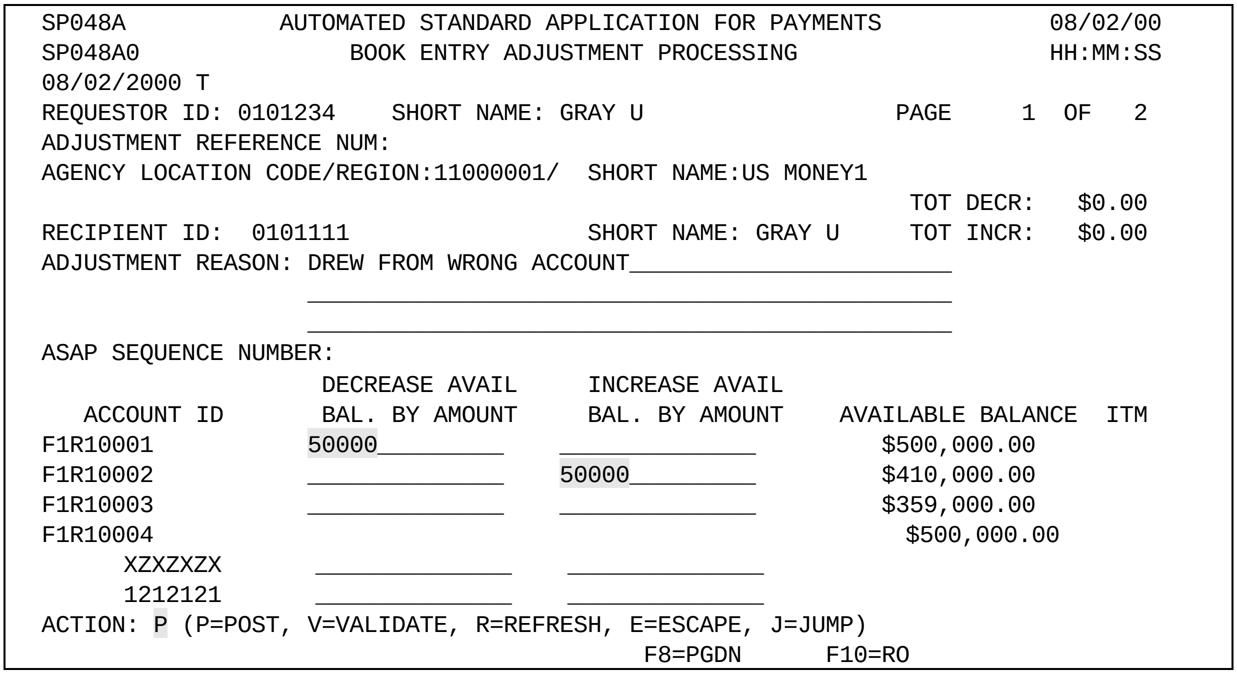
The following screen appears with the Account IDs and available balances for the Federal Agency - Recipient Organization combination specified on the prompt..



```
 SP048A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
 SP048A0              BOOK ENTRY ADJUSTMENT PROCESSING                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234          SHORT NAME: GRAY U               PAGE   1  OF   2
 ADJUSTMENT REFERENCE NUM:
 AGENCY LOCATION CODE/REGION:11000001/   SHORT NAME:US MONEY1
                                                             TOT DECR:   $0.00
 RECIPIENT ID:  0101111                  SHORT NAME: GRAY U   TOT INCR:   $0.00
 ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____________________
                    ____________________________________________
                    ____________________________________________
 ASAP SEQUENCE NUMBER:
                    DECREASE AVAIL    INCREASE AVAIL
    ACCOUNT ID      BAL. BY AMOUNT    BAL. BY AMOUNT    AVAILABLE BALANCE  ITM
F1R10001           ______________    ______________        $500,000.00
 F1R10002           ______________    ______________        $410,000.00
 F1R10003           ______________    ______________        $359,000.00
 F1R10004                                                     $500,000.00
       XZXZXZX       ______________    ______________
       1212121       ______________    ______________
 ACTION: __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN      F10=RO
```

STEP 2: ACTION

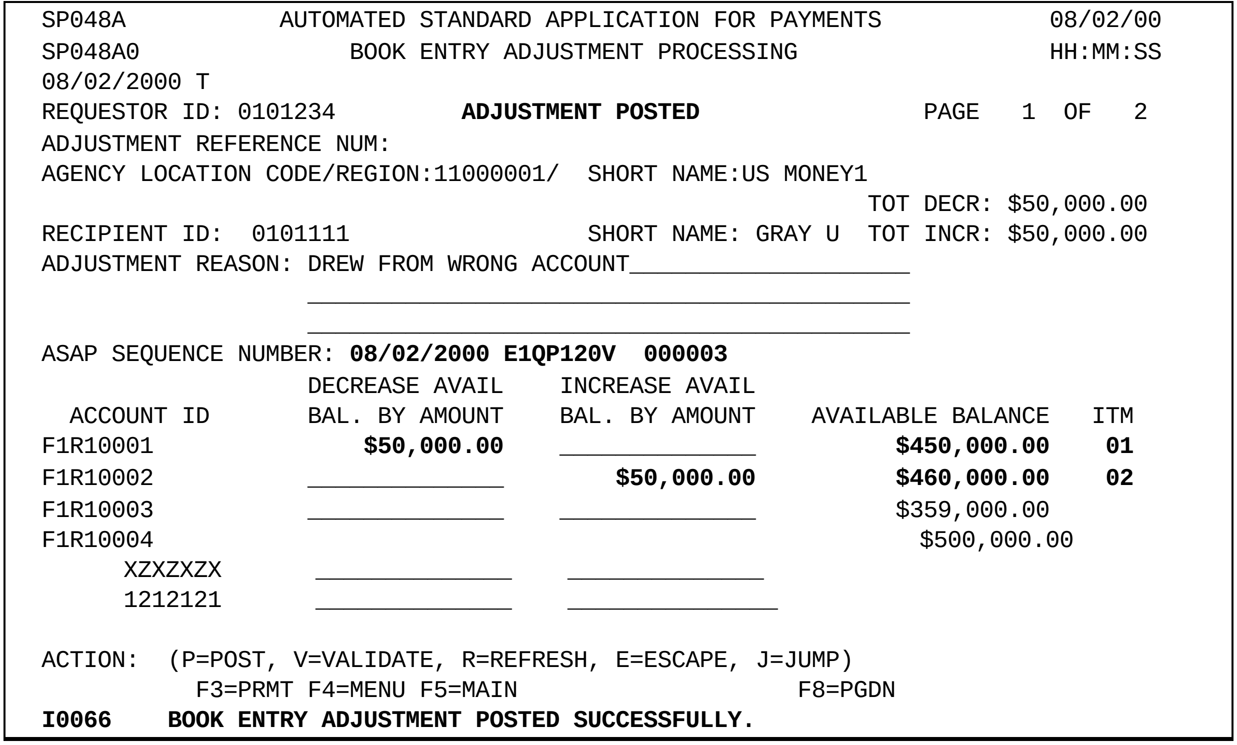
From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases. Enter the letter P in the Action field and press Enter.



```
SP048A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP048A0               BOOK ENTRY ADJUSTMENT PROCESSING                 HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234    SHORT NAME: GRAY U                  PAGE     1  OF    2
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                                              TOT DECR:   $0.00
RECIPIENT ID:  0101111                 SHORT NAME: GRAY U     TOT INCR:   $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_______________________
                   ______________________________________________
                   ______________________________________________
ASAP SEQUENCE NUMBER:
                    DECREASE AVAIL     INCREASE AVAIL
   ACCOUNT ID       BAL. BY AMOUNT     BAL. BY AMOUNT    AVAILABLE BALANCE  ITM
F1R10001           50000_________    ______________         $500,000.00
F1R10002           ______________    50000_________         $410,000.00
F1R10003           ______________    ______________         $359,000.00
F1R10004                                                      $500,000.00
      XZXZXZX       ______________    ______________
      1212121       ______________    ______________
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                           F8=PGDN      F10=RO
```

STEP 2: RESULT

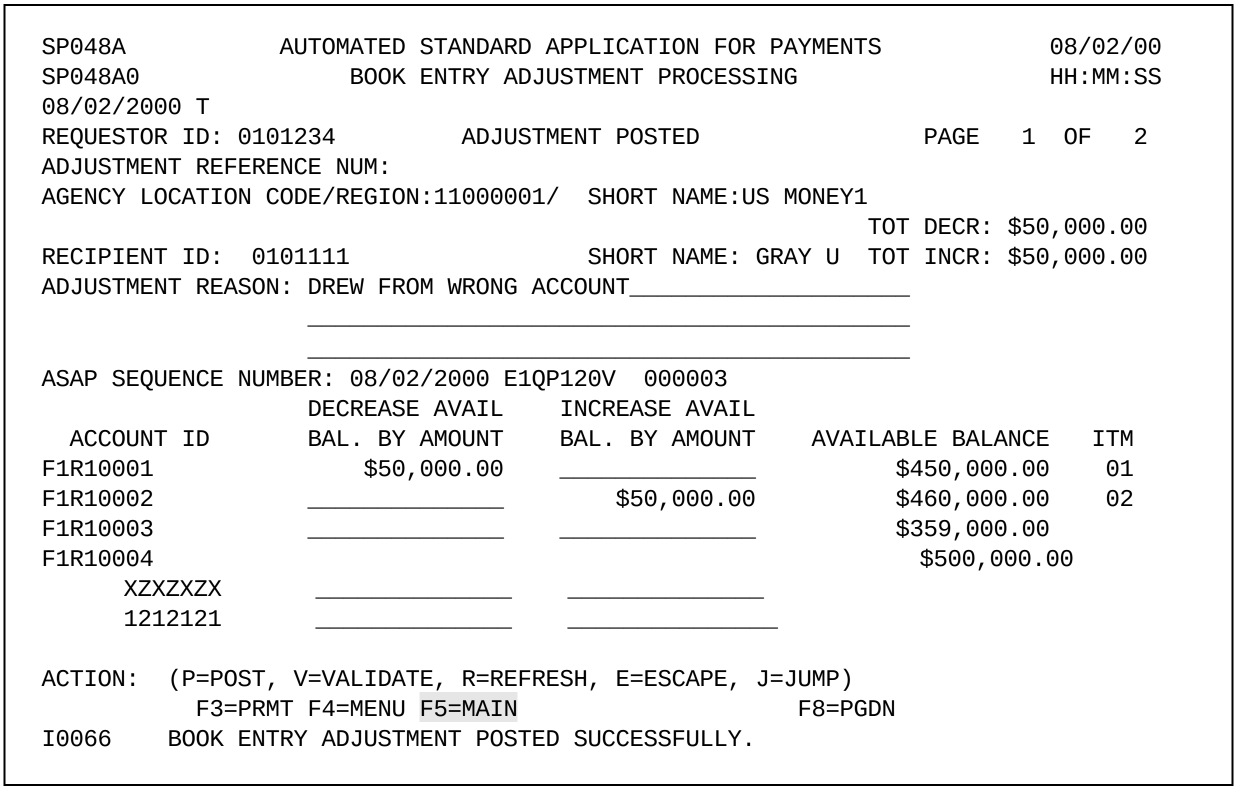
The system posts the entry. The available balances are adjusted accordingly.



```
SP048A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP048A0               BOOK ENTRY ADJUSTMENT PROCESSING                 HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234         ADJUSTMENT POSTED                PAGE   1  OF    2
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                                           TOT DECR: $50,000.00
RECIPIENT ID:  0101111                 SHORT NAME: GRAY U  TOT INCR: $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT____________________
                   ___________________________________________
                   ___________________________________________
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000003
                   DECREASE AVAIL    INCREASE AVAIL
  ACCOUNT ID       BAL. BY AMOUNT    BAL. BY AMOUNT    AVAILABLE BALANCE   ITM
F1R10001               $50,000.00    ______________          $450,000.00    01
F1R10002           ______________        $50,000.00          $460,000.00    02
F1R10003           ______________    ______________          $359,000.00
F1R10004                                                       $500,000.00
      XZXZXZX       ______________    ______________
      1212121       ______________    _______________

ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
           F3=PRMT F4=MENU F5=MAIN                    F8=PGDN
I0066    BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
```

STEP 3: ACTION

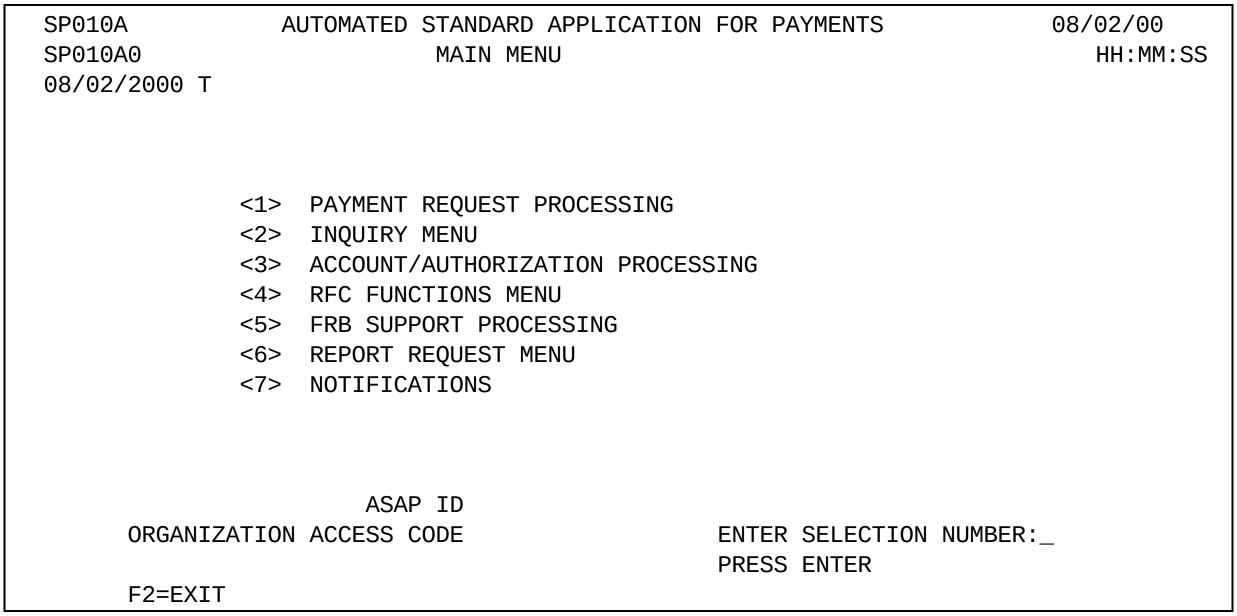
Press F5=MAIN to return to the Main Menu.



```
SP048A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP048A0               BOOK ENTRY ADJUSTMENT PROCESSING                 HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234         ADJUSTMENT POSTED               PAGE   1  OF   2
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                                         TOT DECR: $50,000.00
RECIPIENT ID:  0101111                 SHORT NAME: GRAY U  TOT INCR: $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT____________________
                   ___________________________________________
                   ___________________________________________
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000003
                   DECREASE AVAIL    INCREASE AVAIL
  ACCOUNT ID       BAL. BY AMOUNT    BAL. BY AMOUNT    AVAILABLE BALANCE   ITM
F1R10001               $50,000.00    ______________          $450,000.00    01
F1R10002           ______________        $50,000.00          $460,000.00    02
F1R10003           ______________    ______________          $359,000.00
F1R10004                                                       $500,000.00
      XZXZXZX       ______________    ______________
      1212121       ______________    _______________

ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
           F3=PRMT F4=MENU F5=MAIN                    F8=PGDN
I0066    BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The Main Menu appears.



```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP010A0                        MAIN MENU                                  HH:MM:SS
08/02/2000 T




              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  ACCOUNT/AUTHORIZATION PROCESSING
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS



                       ASAP ID
      ORGANIZATION ACCESS CODE                 ENTER SELECTION NUMBER:_
                                               PRESS ENTER
      F2=EXIT
```

CHAPTER 10:

INQUIRY

PURPOSE

In this chapter you will learn how to use the Inquiry function to view information pertaining to your organization and its data in the ASAP system.

ASAP PROCESS REVIEW

In ASAP, Federal Agencies **PROVIDE** funds, the Payment Requestors **DRAW DOWN** the funds, and Recipient Organizations **USE** the funds. ASAP user organizations are identified in the following way:

Federal Agency: identified by an 8-digit Agency Location Code and, optionally, a 2-digit region code.

Recipient Organization: recipients of Federal funds have a unique 7-digit Recipient ID which is generated by ASAP.

Payment Requestors: have a unique 7-digit Requestor ID which is generated by ASAP.

INQUIRY FEATURES

The ASAP Inquiry function allows you to view **transaction**-level, **account**-level, and **organization**-level information, as well as other **reference** information. Access to Inquiry screens is controlled: not all features or information are available to all users.

In the explanations below, the number in parentheses following the name of each inquiry option indicates the number of that option on the Inquiry Menu.

TRANSACTION-LEVEL

Payment Request Status Inquiry (#1) allows you to access information related to payment requests against your agency′s ASAP accounts. You have the option of viewing payment status information on a single payment or all of the payment requests against your agency′s ASAP accounts posted within a specified date range.

Authorization Transaction Inquiry (#4) allows you to view all authorization transactions for your ASAP Account(s) processed during a specific period.

Book Entry Adjustment Inquiry (#12) allows you to see information on book entry adjustments made to your ASAP Accounts.

ACCOUNT-LEVEL

Account Balance Inquiry (#2) allows you to view the cumulative authorizations, cumulative draws and current available balances for your ASAP Accounts. You have the option of requesting account balance information for a single account or a group of accounts.

Account Statement Inquiry (#3) allows you to view activity for a specified ASAP account. An account statement displays all transactions that have affected the ASAP Account′s available balance in a specified date range (up to 93 calendar days), along with the beginning and ending balances for that date range.

Account Profile Inquiry (#5) allows you to view the profile of any of your agency′s ASAP Accounts. Each ASAP Account profile indicates the grantor Federal Agency, Recipient Organization, Account ID, authorized Payment Requestor, and other information about the account.

ORGANIZATION-LEVEL

Federal Program Agency Inquiry (#6) allows you to view the information contained in a Federal Agency profile.

Payment Requestor Inquiry (#7) allows you to view the information contained in a Payment Requestor profile.

Recipient Organization Inquiry (#8) allows you to view the information contained in a Recipient Organization's profile.

OTHER REFERENCE INFORMATION

CFDA Inquiry (#9) allows you to view Catalog of Federal Domestic Assistance (CFDA) numbers and program names.

ALC Inquiry (#10) allows you to view Agency Location Codes (ALCs) and Federal Agency names.

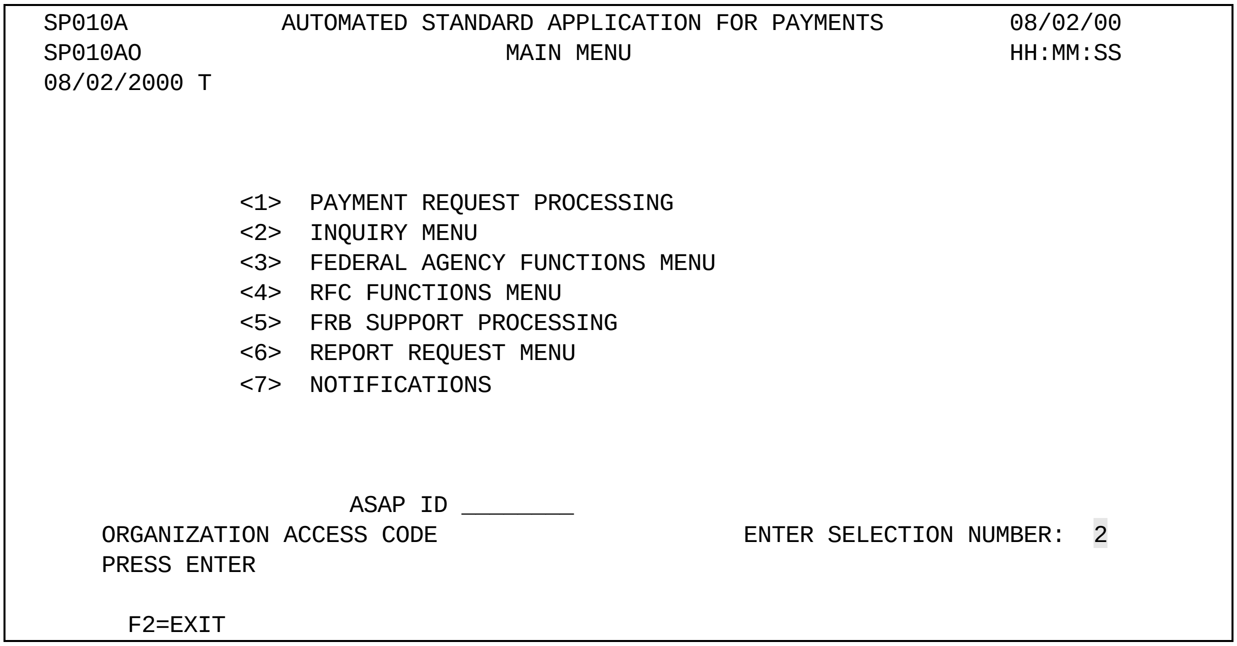
! Although the above categories are logical groupings of the many options on the Inquiry Menu, the sections of this chapter will cover the most frequently used options in the order they appear on the Inquiry Menu.

GETTING STARTED

To get to the starting point for the Examples in this chapter, follow the step on the next page.

ACTION:

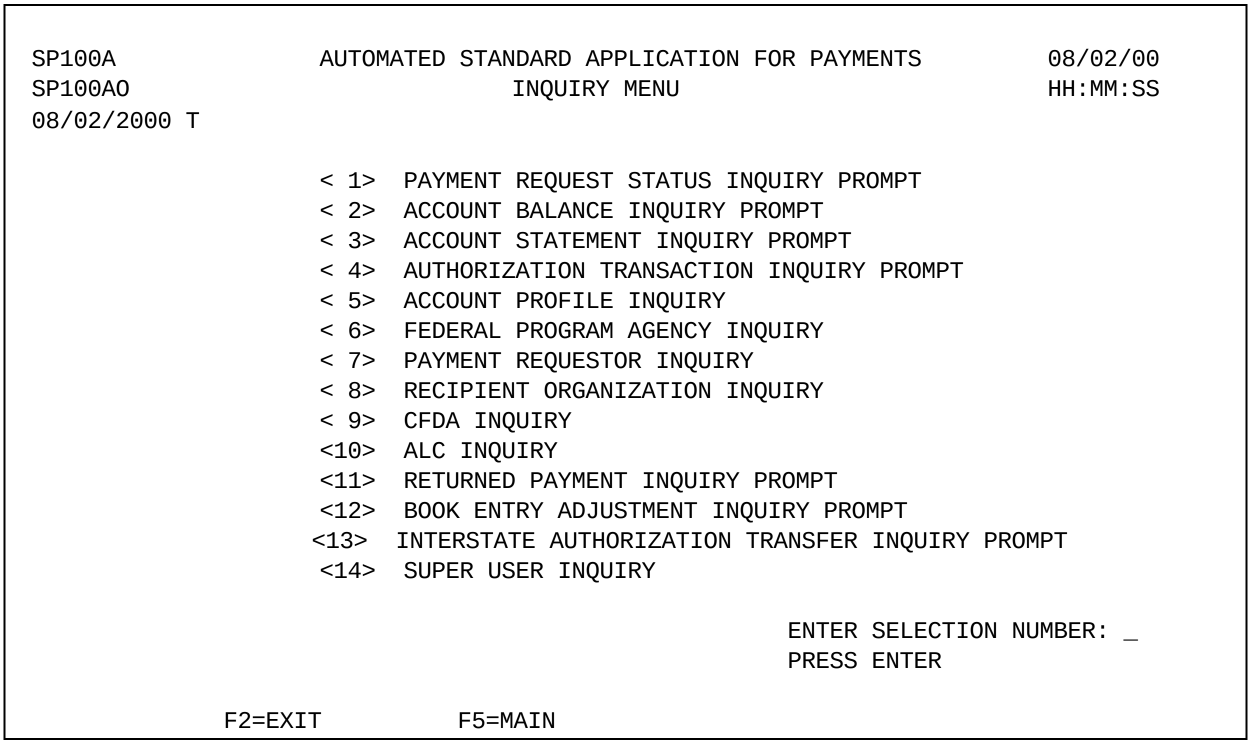
From the Main Menu, select menu option 2 for Inquiry and press Enter.



```
 SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP010AO                        MAIN MENU                           HH:MM:SS
 08/02/2000 T



              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS



                      ASAP ID ________
     ORGANIZATION ACCESS CODE                     ENTER SELECTION NUMBER:  2
     PRESS ENTER

       F2=EXIT
```

RESULT:

The Inquiry Menu appears.



```
SP100A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP100AO                           INQUIRY MENU                         HH:MM:SS
08/02/2000 T

                    < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                    < 2>  ACCOUNT BALANCE INQUIRY PROMPT
                    < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
                    < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                    < 5>  ACCOUNT PROFILE INQUIRY
                    < 6>  FEDERAL PROGRAM AGENCY INQUIRY
                    < 7>  PAYMENT REQUESTOR INQUIRY
                    < 8>  RECIPIENT ORGANIZATION INQUIRY
                    < 9>  CFDA INQUIRY
                    <10>  ALC INQUIRY
                    <11>  RETURNED PAYMENT INQUIRY PROMPT
                    <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                    <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                    <14>  SUPER USER INQUIRY

                                                  ENTER SELECTION NUMBER: _
                                                  PRESS ENTER

              F2=EXIT          F5=MAIN
```

SECTION 10.1

PAYMENT REQUEST STATUS INQUIRY

All users have access to payment request status information related to their own accounts.

The **Payment Request Status Inquiry** feature allows you to view all applicable payment requests for a specific date range (up to 93 calendar days).

The **Payment Request Status Summary Inquiry** screen displays payment status information at the payment transaction level, including total amount requested and number of items in the request.

The **Payment Request Status Inquiry List** screen displays the accounts and related draw amounts comprising the payment transaction selected on the summary screen.

The **Payment Request Detail Transaction Inquiry** screen is used to review detailed information on a specific payment such as the draw amount, date funds were transferred, the receiving depository financial institution and bank account number, the method of funds transfer, and payment trace information.

The **Payment Request Detail Agency Review Actions** screen is used to provide detail information on a payment transaction subject to review by a Federal Agency. Information includes agency action, date of review, requested and actual settlement dates.

The **Payment Request Account Details** screen displays subaccounts representing projects or programs within the grant and associated amounts requested. If a payment request has account details then draws are at the account detail level only.

The **Payment Request Remittance Details** screen displays the amounts requested at the remittance code level. Remittance codes can only be created by Payment Requestors as part of a Template Payment Request. Federal Agencies may view remittance codes if an inquiry is made on a payment request that contains them.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

< **Requestor Reference Number** - an identifier which may have been assigned by a Payment Requestor to individual payments (FEDWIRE or ACH) or to an entire summary payment (ACH or FEDWIRE).

< **Request Status** (Prompt screen) and **Status** column (Summary screen) - the current status of the payment request. Payment requests not subject to Agency Review, that have been posted and have a settlement date of the current date or the next business date will have a status of "A" for Approved. Payment requests that have been posted and have a settlement date beyond the next business date (warehoused payments) will have a status of "W" for Warehoused. Canceled payments will have a status of "C". In rare instances when the FEDWIRE or ACH systems reject a payment request or when the Federal Agency rejects a request on Agency Review, the status will be "R" for Rejected. If a request is subject to Agency Review, and the Federal Agency has not acted upon it, a status of "H" for Held will appear. On the summary screen, a status of "M" for multiple will appear if the request was subject to Agency Review and contains some warehoused/some rejected, or some approved/some rejected items. The status "M" will appear if the status field on the prompt was left blank or was specified as either "A" for approved, "R" for rejected, or "W" for warehoused and the payment in the multiple status contains one or more items with the status specified on the prompt.

< **Request Dates From and To** - use these dates to specify a time period in which the payment request was made. If you leave the "Request Date To" field blank, it will default to the same date as the "Request Date From," making your date range equal to that 1 day only. If entered, the "Request Date To" cannot be greater than the current cycle date. Request dates do NOT NECESSARILY correspond to settlement dates - the settlement date may be a future date (i.e., for ACH transactions).

< **Request Sequence Number** - assigned by the ASAP system when a payment request is approved. It consists of the following:

Date - the date the request was made.

Terminal ID - the PC connection or user ID that originated the request.

Sequence # - a sequential number used to identify the session during which the request was made on a given terminal and date.

Item # - identifies the account level draws within each request.

< **SEL** - typing an "S" in this column next to a request transaction on the Payment Request Status Summary Inquiry screen allows you to view the individual items making up that request. Typing an "S" next to one of the items which make up the request transaction on the Payment Request Status Inquiry List Screen allows you to view the detail for that item.

< **FUNDS IMAD** - an identifier assigned by the FUNDS (FEDWIRE) payment system to each FEDWIRE payment transaction for trace purposes.

< **ACH Cycle Date, Cycle, Batch Number**, and **Trace Number** - identifiers assigned by the ACH payment system to each ACH payment transaction for trace purposes.

< **DFI ABA Number** - the Routing Transit Number of the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH DFI ABA Number, as appropriate, specified on the Payment Requestor Profile.

< **Bank Account Number** - the Payment Requestor′s bank account number at the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH Bank Account Number, as appropriate, specified on the Payment Requestor Profile.

< **DFI Short Name** - the abbreviated name of the receiving financial institution identified by the DFI ABA Number above.

< **Request Status** (Detail screen) - a more detailed version of the status of a payment request. Values are:

"Queued to ACH",

"Sent to ACH/FUNDS",

"Sent and Processed",

"Warehoused",

"Rejected and Restored",

"Rejected, Insufficient Balance",

"Rejected, Draw Limit Exceeded",

"Awaiting FPA Approval",

"Rejected by FPA",

"Rejected, Account Not Available",

"Approved by FPA", or

"Canceled".

PAYMENT REQUEST STATUS INQUIRY

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. All users should walk through all the examples in this section.

Example 1 shows how to make *wide search* Payment Request Status Inquiry - by specifying only the Recipient Organization ID and date range.

Example 2 shows how to make a *narrower search* - by specifying the Recipient Organization ID, Account ID and date range.

Example 3 shows how to inquire on payment requests that are subject to Agency Review - by specifying the Recipient Organization, one Account ID, and date range.

Example 4 shows how to inquire on payment requests with accounts that have been established with the Control Account feature - by specifying the Recipient Organization, one Account ID, and date range.

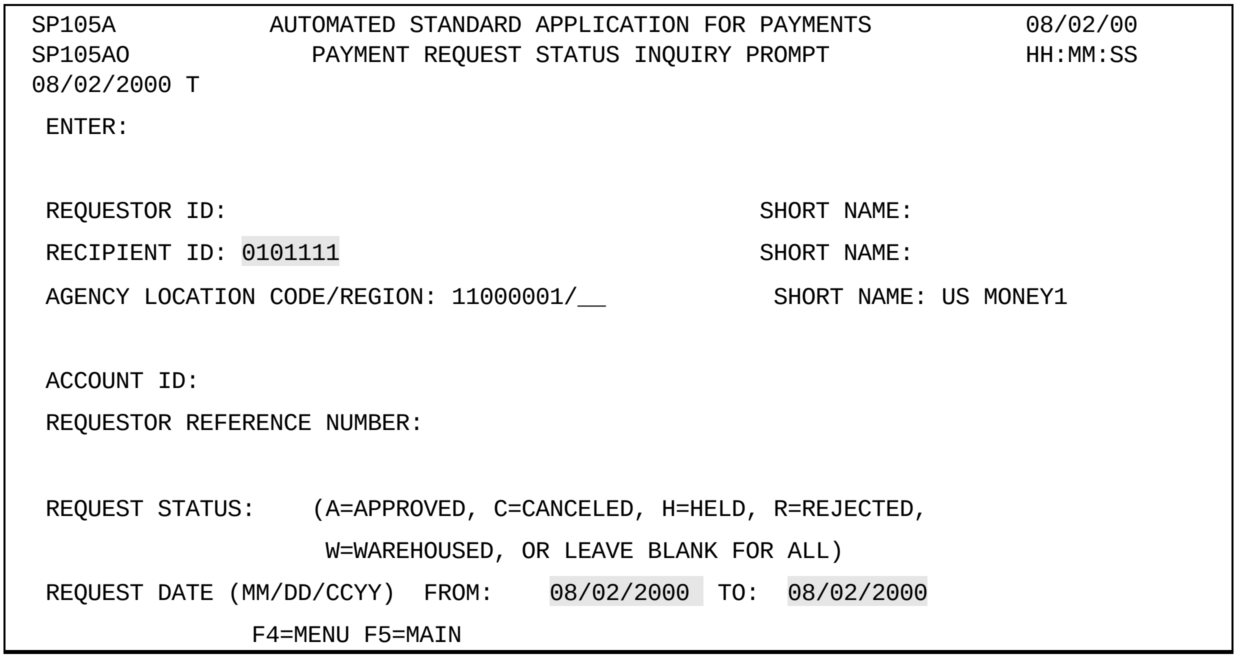
EXAMPLE ONE

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient Organization ID and a date range.

- One Recipient Organization
- Date Range

STEP 1: ACTION

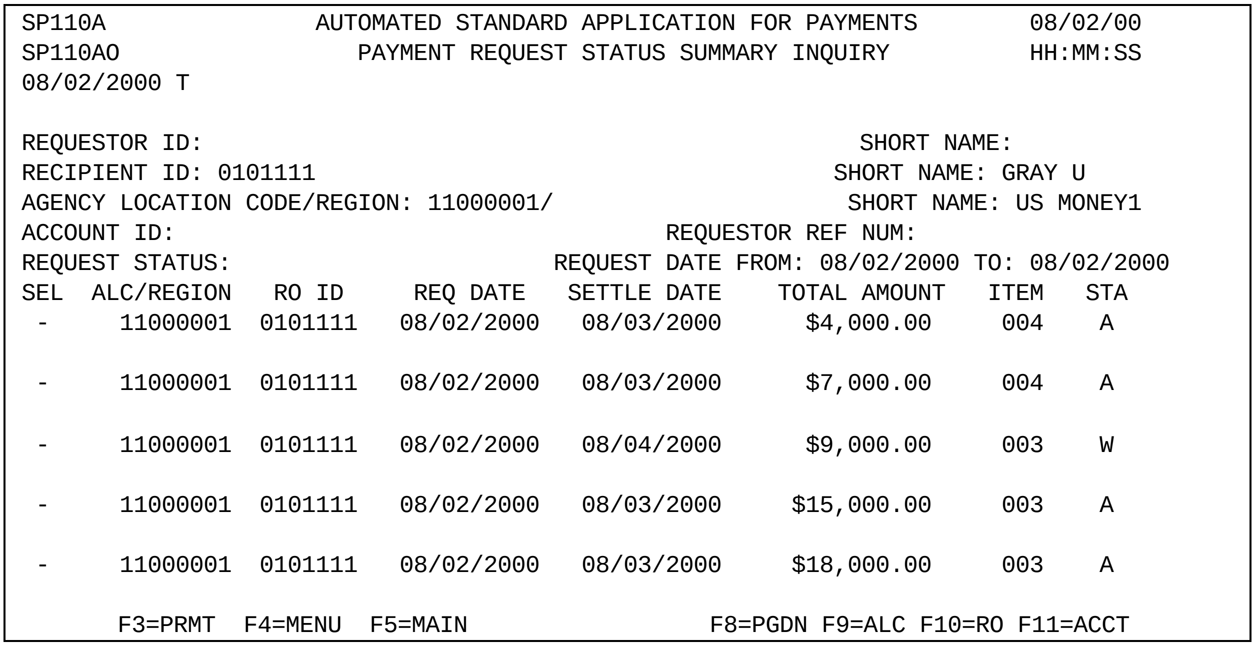
After selecting menu option 1 from the Inquiry menu, you will see the Payment Request Status Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter.



```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO            PAYMENT REQUEST STATUS INQUIRY PROMPT              HH:MM:SS
08/02/2000 T
 ENTER:


 REQUESTOR ID:                                      SHORT NAME:
 RECIPIENT ID: 0101111                              SHORT NAME:
 AGENCY LOCATION CODE/REGION: 11000001/__            SHORT NAME: US MONEY1


 ACCOUNT ID:
 REQUESTOR REFERENCE NUMBER:


 REQUEST STATUS:    (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                     W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:    08/02/2000  TO:  08/02/2000
               F4=MENU F5=MAIN
```

STEP 1: RESULT

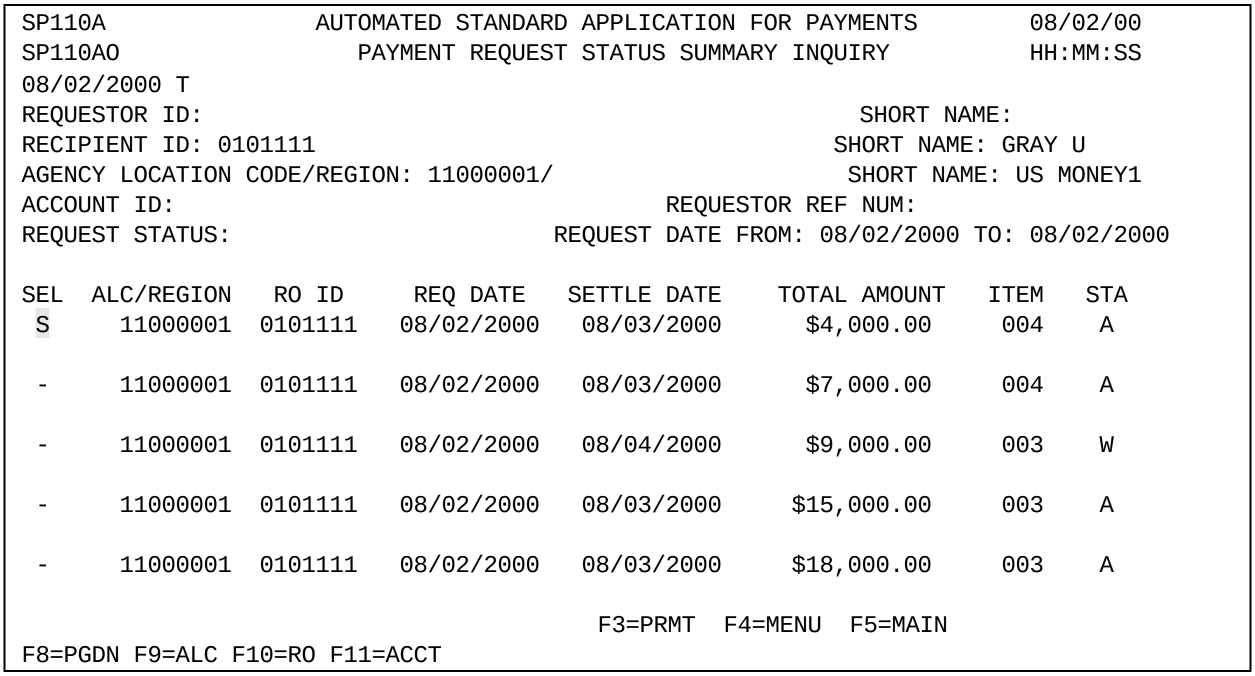
The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date and then by Recipient ID.



```
SP110A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP110AO               PAYMENT REQUEST STATUS SUMMARY INQUIRY          HH:MM:SS
08/02/2000 T

REQUESTOR ID:                                           SHORT NAME:
RECIPIENT ID: 0101111                                 SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/                 SHORT NAME: US MONEY1
ACCOUNT ID:                                 REQUESTOR REF NUM:
REQUEST STATUS:                     REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000
SEL  ALC/REGION   RO ID     REQ DATE   SETTLE DATE    TOTAL AMOUNT   ITEM   STA
 -     11000001  0101111   08/02/2000   08/03/2000      $4,000.00     004    A

 -     11000001  0101111   08/02/2000   08/03/2000      $7,000.00     004    A

 -     11000001  0101111   08/02/2000   08/04/2000      $9,000.00     003    W

 -     11000001  0101111   08/02/2000   08/03/2000     $15,000.00     003    A

 -     11000001  0101111   08/02/2000   08/03/2000     $18,000.00     003    A

      F3=PRMT  F4=MENU  F5=MAIN                 F8=PGDN F9=ALC F10=RO F11=ACCT
```

STEP 2: ACTION

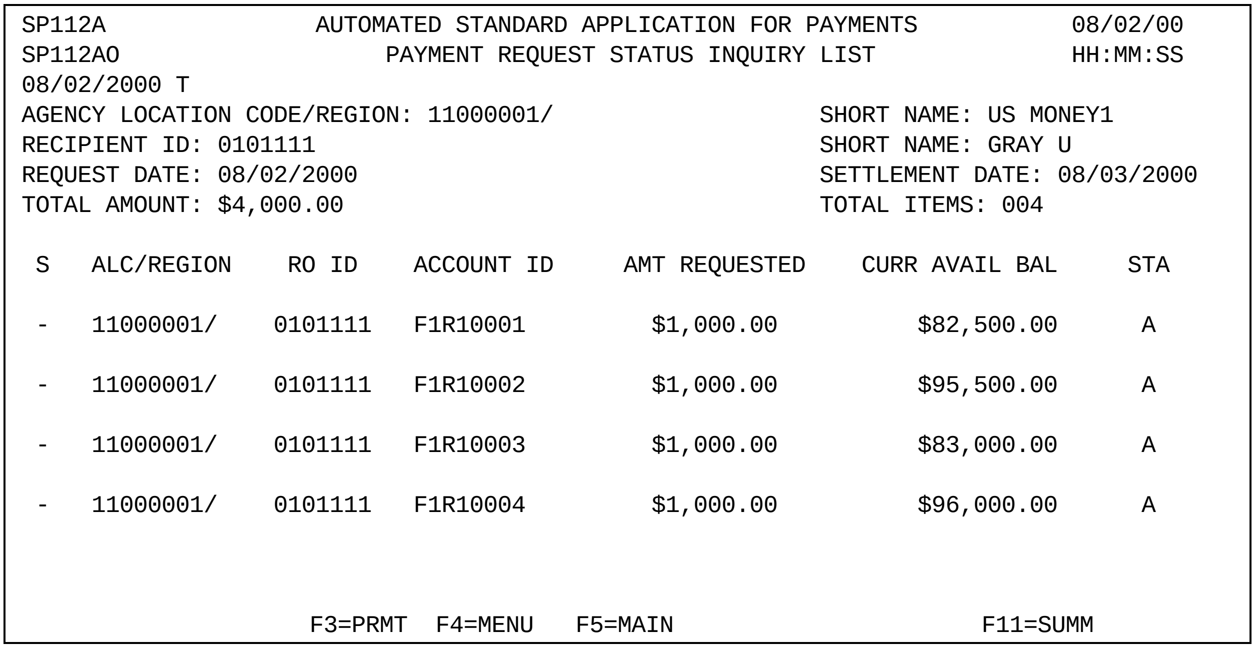
Type the letter S in the SEL field next to the first payment transaction in the list and press Enter.



```
SP110A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP110AO                 PAYMENT REQUEST STATUS SUMMARY INQUIRY          HH:MM:SS
08/02/2000 T
REQUESTOR ID:                                                SHORT NAME:
RECIPIENT ID: 0101111                                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/                      SHORT NAME: US MONEY1
ACCOUNT ID:                                   REQUESTOR REF NUM:
REQUEST STATUS:                        REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID     REQ DATE   SETTLE DATE    TOTAL AMOUNT   ITEM   STA
 S     11000001  0101111   08/02/2000   08/03/2000      $4,000.00     004    A

 -     11000001  0101111   08/02/2000   08/03/2000      $7,000.00     004    A

 -     11000001  0101111   08/02/2000   08/04/2000      $9,000.00     003    W

 -     11000001  0101111   08/02/2000   08/03/2000     $15,000.00     003    A

 -     11000001  0101111   08/02/2000   08/03/2000     $18,000.00     003    A

                                         F3=PRMT  F4=MENU  F5=MAIN
F8=PGDN F9=ALC F10=RO F11=ACCT
```

STEP 2: RESULT

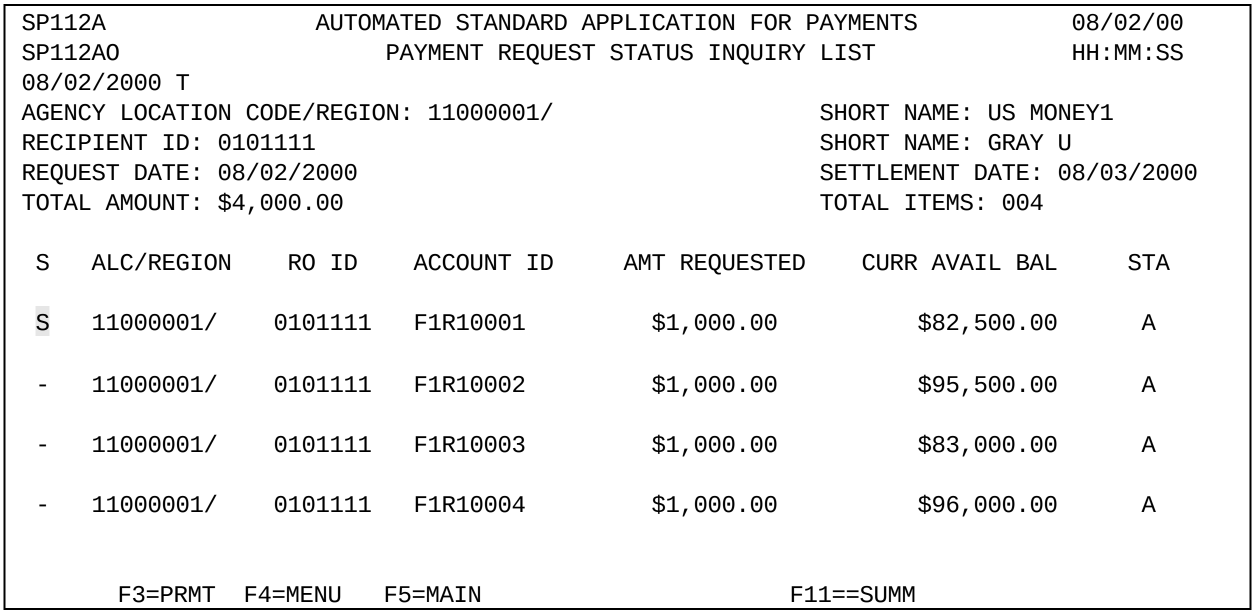
The following screen appears with an account-by-account breakout of the information for the selected payment transaction.



```
SP112A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP112AO                   PAYMENT REQUEST STATUS INQUIRY LIST              HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                     SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000                                  SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $4,000.00                                   TOTAL ITEMS: 004

 S   ALC/REGION    RO ID    ACCOUNT ID     AMT REQUESTED    CURR AVAIL BAL     STA

 -   11000001/    0101111   F1R10001         $1,000.00         $82,500.00      A

 -   11000001/    0101111   F1R10002         $1,000.00         $95,500.00      A

 -   11000001/    0101111   F1R10003         $1,000.00         $83,000.00      A

 -   11000001/    0101111   F1R10004         $1,000.00         $96,000.00      A



                     F3=PRMT  F4=MENU   F5=MAIN                      F11=SUMM
```

STEP 3: ACTION

Type the letter S in the S field next to the first account-level draw on the list and press Enter to see the detail on this draw.

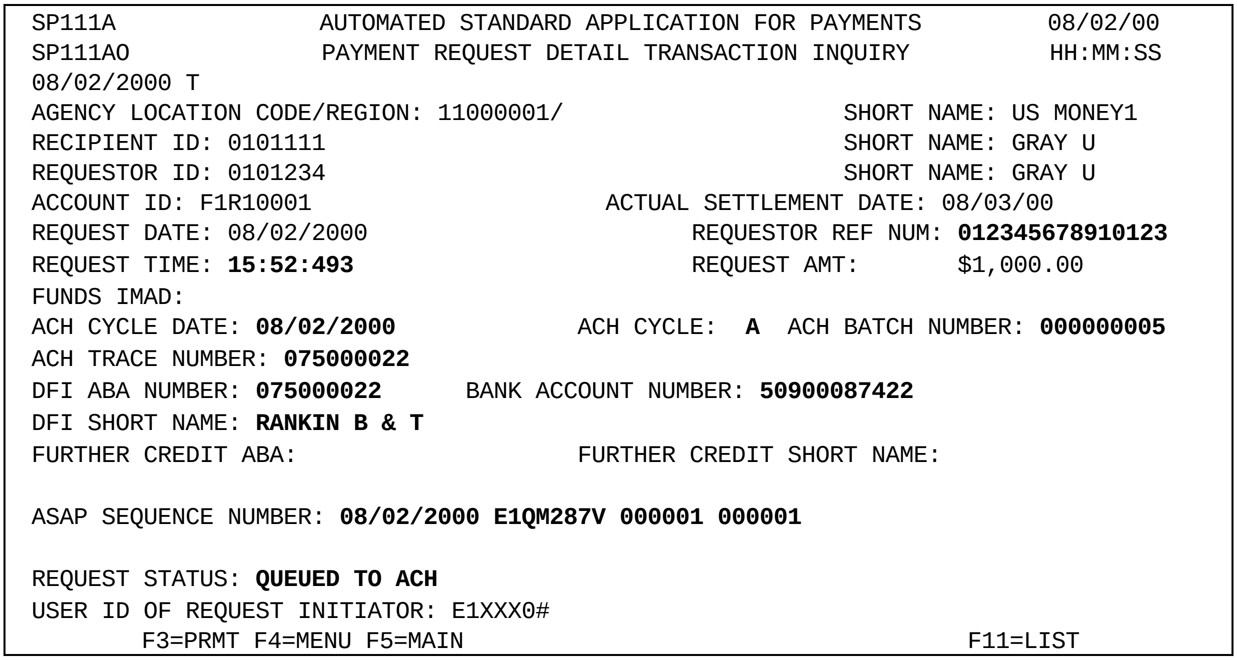


```
SP112A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO                  PAYMENT REQUEST STATUS INQUIRY LIST             HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                    SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000                                 SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $4,000.00                                  TOTAL ITEMS: 004

 S   ALC/REGION    RO ID    ACCOUNT ID     AMT REQUESTED    CURR AVAIL BAL     STA

 S   11000001/    0101111   F1R10001         $1,000.00          $82,500.00      A

 -   11000001/    0101111   F1R10002         $1,000.00          $95,500.00      A

 -   11000001/    0101111   F1R10003         $1,000.00          $83,000.00      A

 -   11000001/    0101111   F1R10004         $1,000.00          $96,000.00      A


        F3=PRMT  F4=MENU   F5=MAIN                      F11==SUMM
```

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

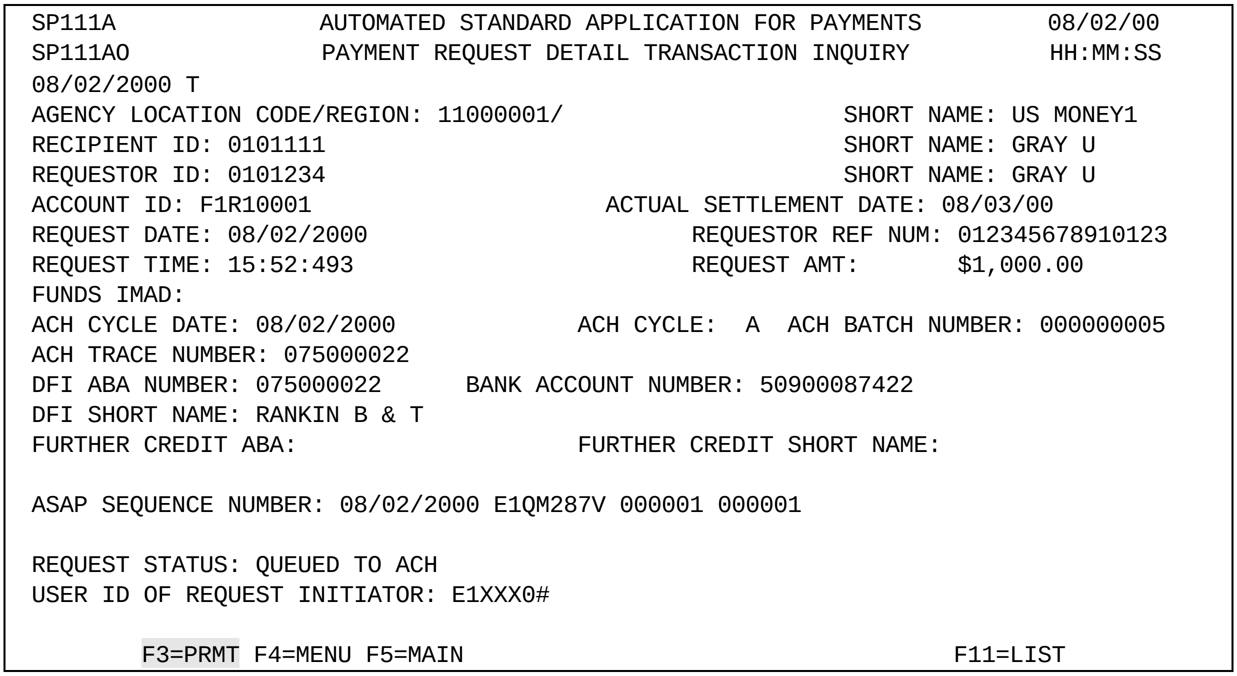
NOTE: In the test region, the ACH cycle date, cycle, batch number and trace number fields may be blank. These fields are shown on the screen below strictly for example. If there are remittance codes associated with this account, F6=RMIT will be available; if the account is a control account, F9=DTL will be available.



```
SP111A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY         HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                     SHORT NAME: GRAY U
REQUESTOR ID: 0101234                                     SHORT NAME: GRAY U
ACCOUNT ID: F1R10001                    ACTUAL SETTLEMENT DATE: 08/03/00
REQUEST DATE: 08/02/2000                      REQUESTOR REF NUM: 012345678910123
REQUEST TIME: 15:52:493                       REQUEST AMT:       $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000             ACH CYCLE:  A  ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER: 075000022
DFI ABA NUMBER: 075000022      BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME: RANKIN B & T
FURTHER CREDIT ABA:                    FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

REQUEST STATUS: QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXX0#
        F3=PRMT F4=MENU F5=MAIN                                    F11=LIST
```

STEP 4: ACTION

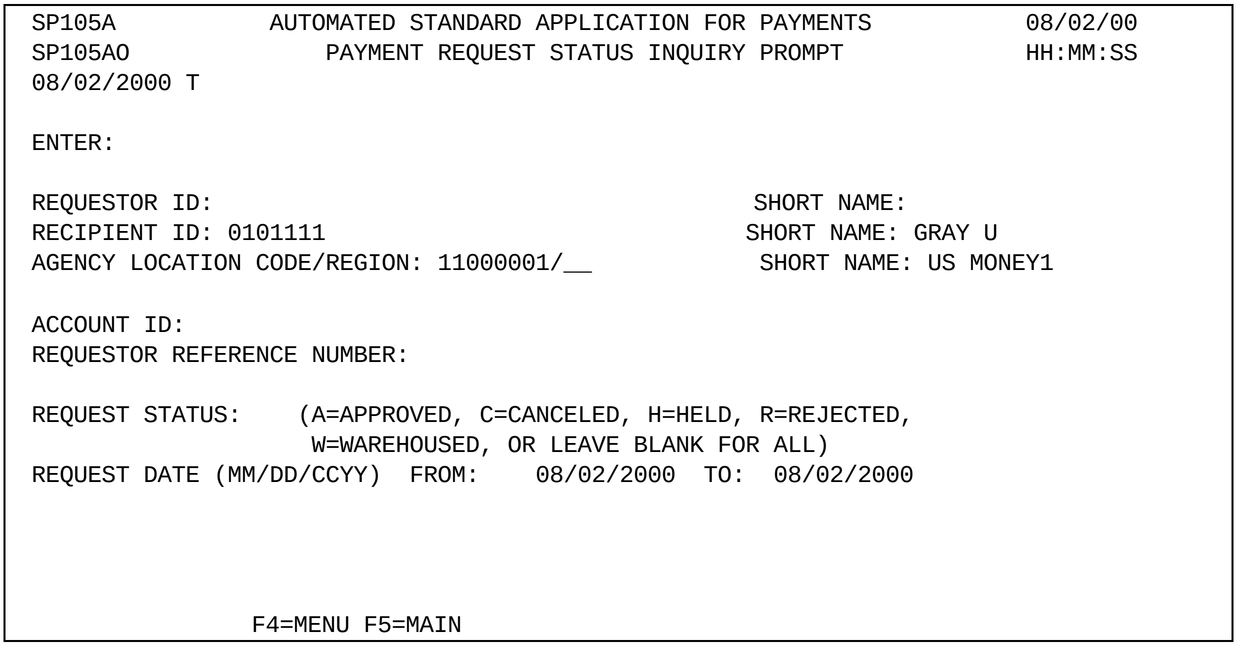
Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.



```
SP111A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY         HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                     SHORT NAME: GRAY U
REQUESTOR ID: 0101234                                     SHORT NAME: GRAY U
ACCOUNT ID: F1R10001                    ACTUAL SETTLEMENT DATE: 08/03/00
REQUEST DATE: 08/02/2000                      REQUESTOR REF NUM: 012345678910123
REQUEST TIME: 15:52:493                       REQUEST AMT:       $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000            ACH CYCLE:  A  ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER: 075000022
DFI ABA NUMBER: 075000022      BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME: RANKIN B & T
FURTHER CREDIT ABA:                   FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

REQUEST STATUS: QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXX0#

        F3=PRMT F4=MENU F5=MAIN                                   F11=LIST
```

STEP 4: RESULT

The prompt screen appears.



```
SP105A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP105AO              PAYMENT REQUEST STATUS INQUIRY PROMPT             HH:MM:SS
08/02/2000 T

ENTER:

REQUESTOR ID:                                       SHORT NAME:
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/__            SHORT NAME: US MONEY1

ACCOUNT ID:
REQUESTOR REFERENCE NUMBER:

REQUEST STATUS:    (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:    08/02/2000  TO:  08/02/2000




                F4=MENU F5=MAIN
```

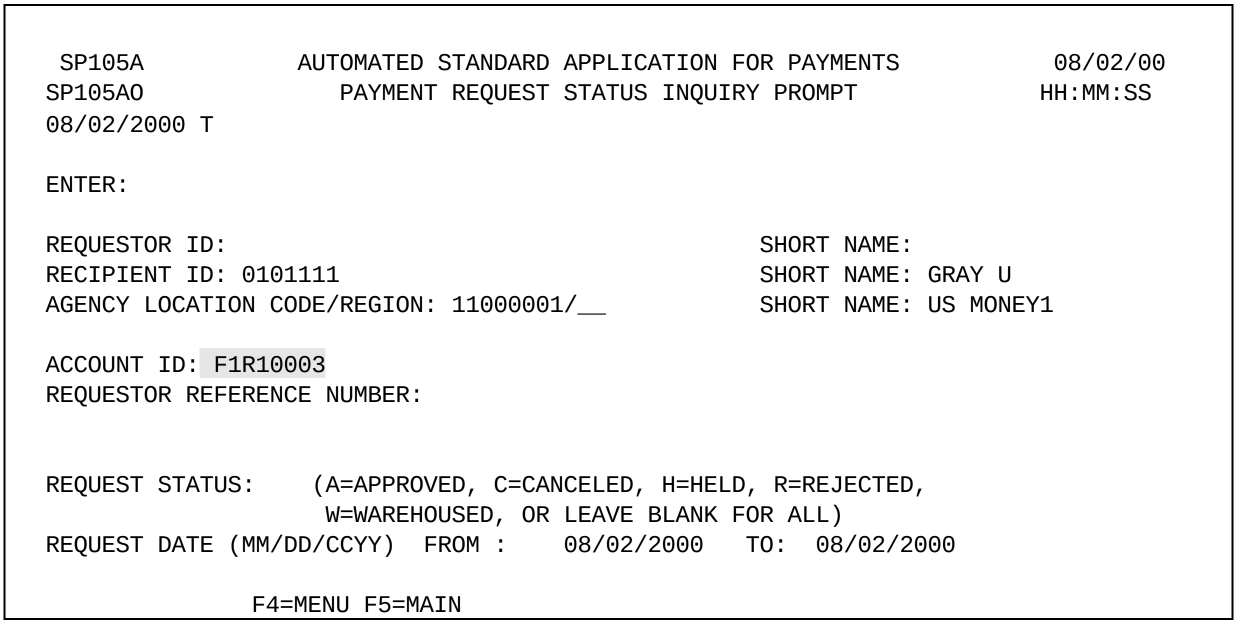
EXAMPLE TWO

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID within a given date range.

- One Recipient Organization
- One Account ID
- Date Range

STEP 1: ACTION

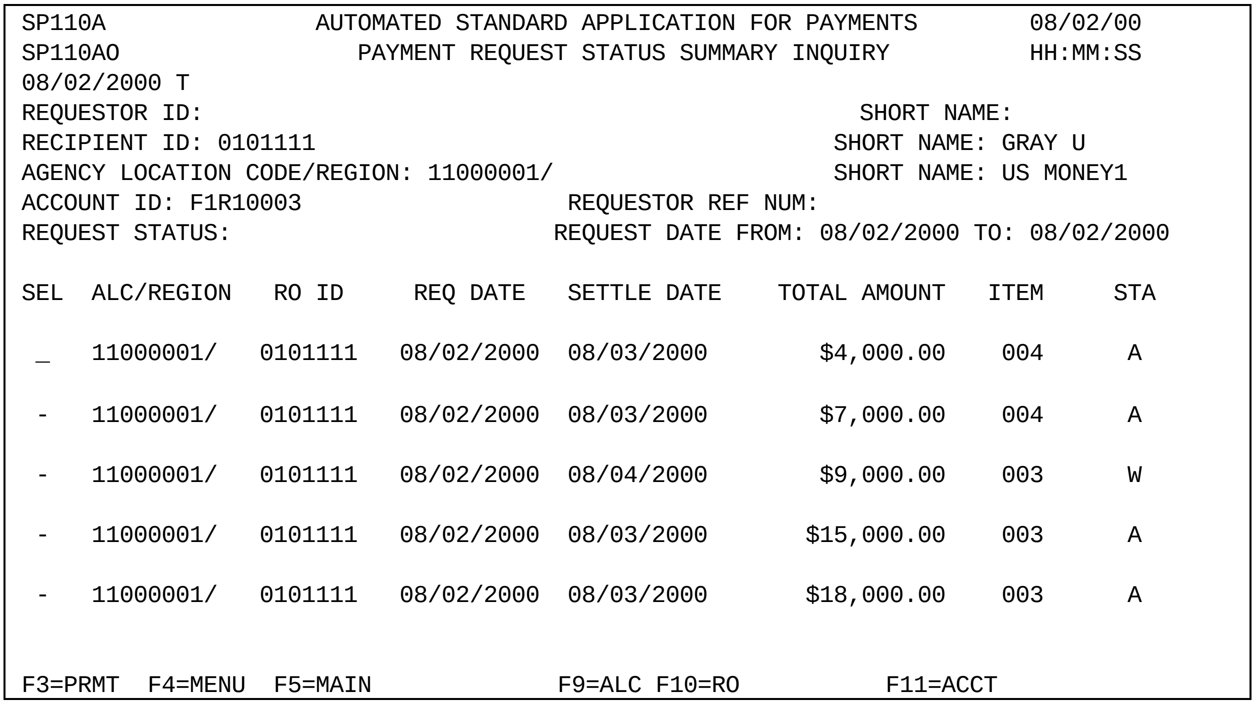
Fill in the prompt screen as shown below and press Enter.



```
 SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO             PAYMENT REQUEST STATUS INQUIRY PROMPT            HH:MM:SS
08/02/2000 T

ENTER:

REQUESTOR ID:                                     SHORT NAME:
RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/__          SHORT NAME: US MONEY1

ACCOUNT ID: F1R10003
REQUESTOR REFERENCE NUMBER:


REQUEST STATUS:    (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM :    08/02/2000   TO:  08/02/2000

               F4=MENU F5=MAIN
```

STEP 1: RESULT

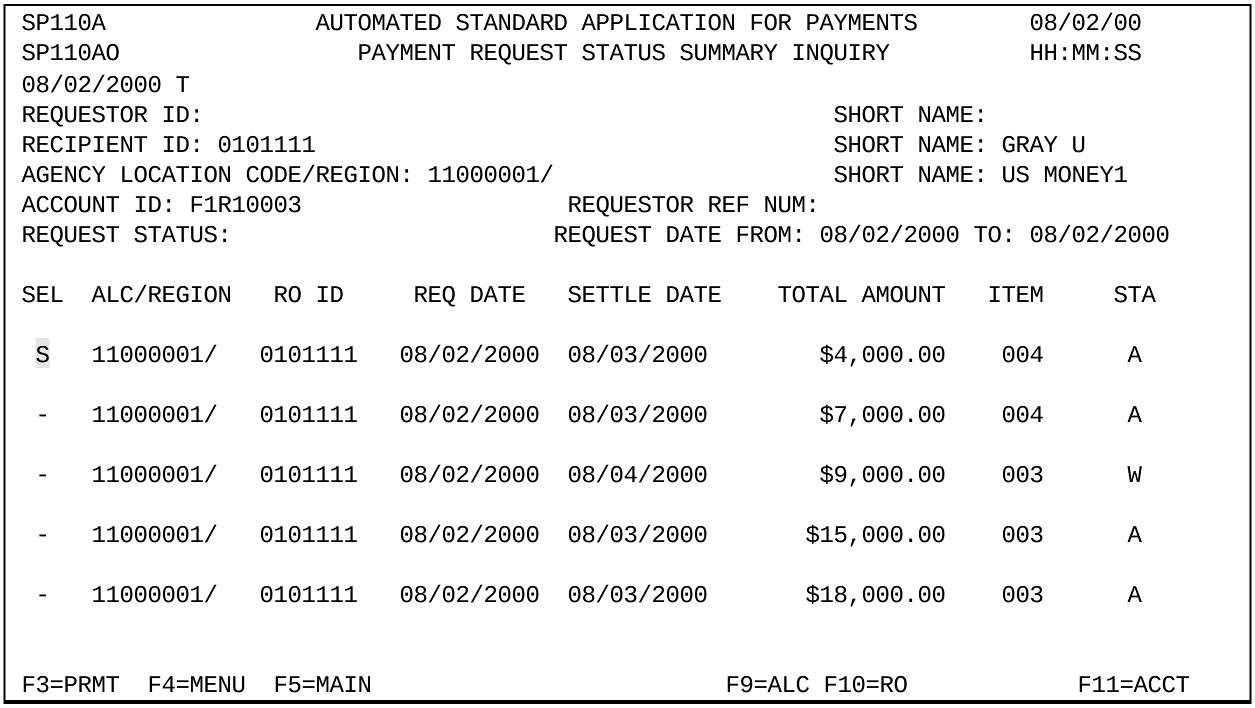
The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.



```
SP110A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP110AO                PAYMENT REQUEST STATUS SUMMARY INQUIRY           HH:MM:SS
08/02/2000 T
REQUESTOR ID:                                                 SHORT NAME:
RECIPIENT ID: 0101111                                       SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/                      SHORT NAME: US MONEY1
ACCOUNT ID: F1R10003                   REQUESTOR REF NUM:
REQUEST STATUS:                       REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID     REQ DATE   SETTLE DATE    TOTAL AMOUNT   ITEM     STA

 _   11000001/   0101111   08/02/2000  08/03/2000        $4,000.00    004      A

 -   11000001/   0101111   08/02/2000  08/03/2000        $7,000.00    004      A

 -   11000001/   0101111   08/02/2000  08/04/2000        $9,000.00    003      W

 -   11000001/   0101111   08/02/2000  08/03/2000       $15,000.00    003      A

 -   11000001/   0101111   08/02/2000  08/03/2000       $18,000.00    003      A


F3=PRMT  F4=MENU  F5=MAIN             F9=ALC F10=RO          F11=ACCT
```

STEP 2: ACTION

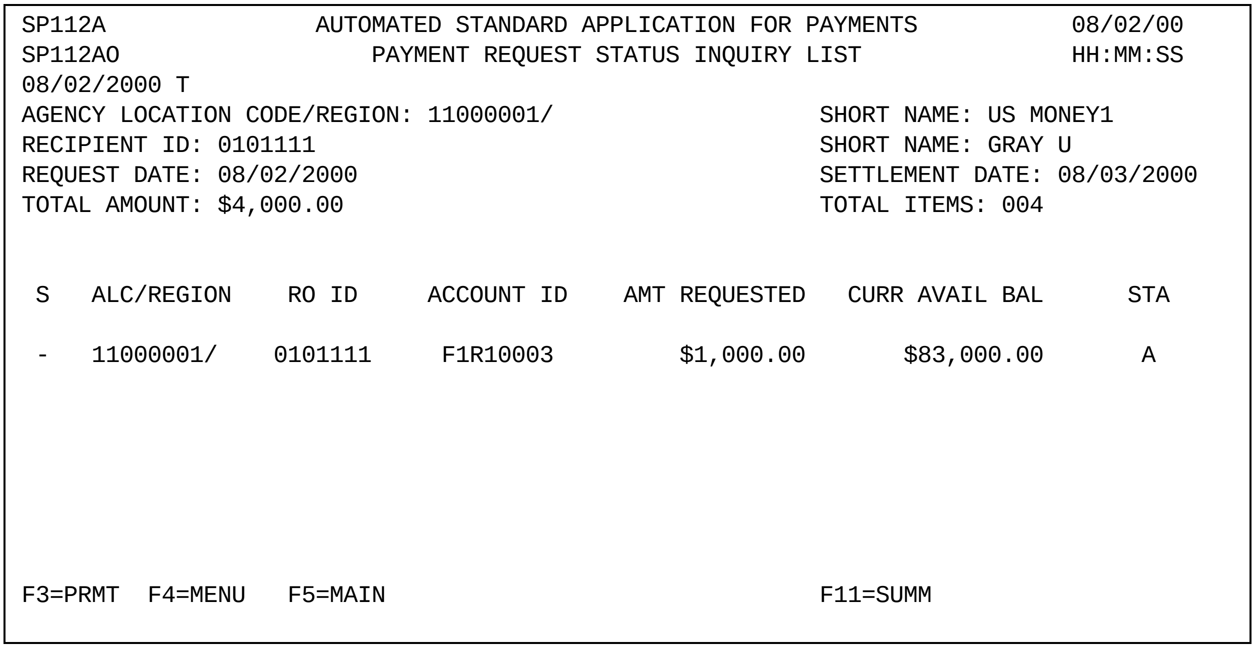
Type the letter S in the SEL field next to the first payment request transaction and press Enter.



```
SP110A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP110AO                PAYMENT REQUEST STATUS SUMMARY INQUIRY          HH:MM:SS
08/02/2000 T
REQUESTOR ID:                                              SHORT NAME:
RECIPIENT ID: 0101111                                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/                     SHORT NAME: US MONEY1
ACCOUNT ID: F1R10003                   REQUESTOR REF NUM:
REQUEST STATUS:                       REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID     REQ DATE   SETTLE DATE    TOTAL AMOUNT   ITEM     STA

 S   11000001/   0101111   08/02/2000  08/03/2000        $4,000.00    004      A

 -   11000001/   0101111   08/02/2000  08/03/2000        $7,000.00    004      A

 -   11000001/   0101111   08/02/2000  08/04/2000        $9,000.00    003      W

 -   11000001/   0101111   08/02/2000  08/03/2000       $15,000.00    003      A

 -   11000001/   0101111   08/02/2000  08/03/2000       $18,000.00    003      A


F3=PRMT  F4=MENU  F5=MAIN                        F9=ALC F10=RO            F11=ACCT
```

STEP 2: RESULT

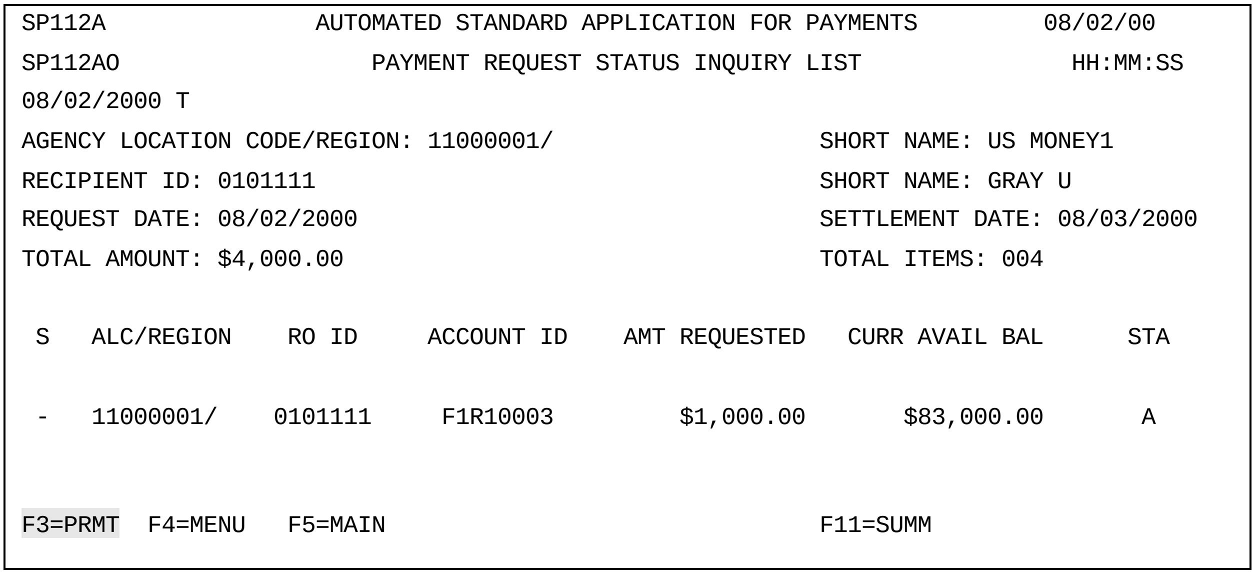
The following screen appears with the draw for only the specified account ID shown. Note: As demonstrated in Example 1, Step 3, the Payment Request Detail Transaction Inquiry screen can be accessed by typing the letter S in the S field.



```
SP112A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP112AO                 PAYMENT REQUEST STATUS INQUIRY LIST               HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                     SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000                                  SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $4,000.00                                   TOTAL ITEMS: 004


 S   ALC/REGION    RO ID     ACCOUNT ID    AMT REQUESTED   CURR AVAIL BAL      STA

 -   11000001/    0101111     F1R10003         $1,000.00       $83,000.00       A






F3=PRMT  F4=MENU   F5=MAIN                                F11=SUMM
```

STEP 3: ACTION

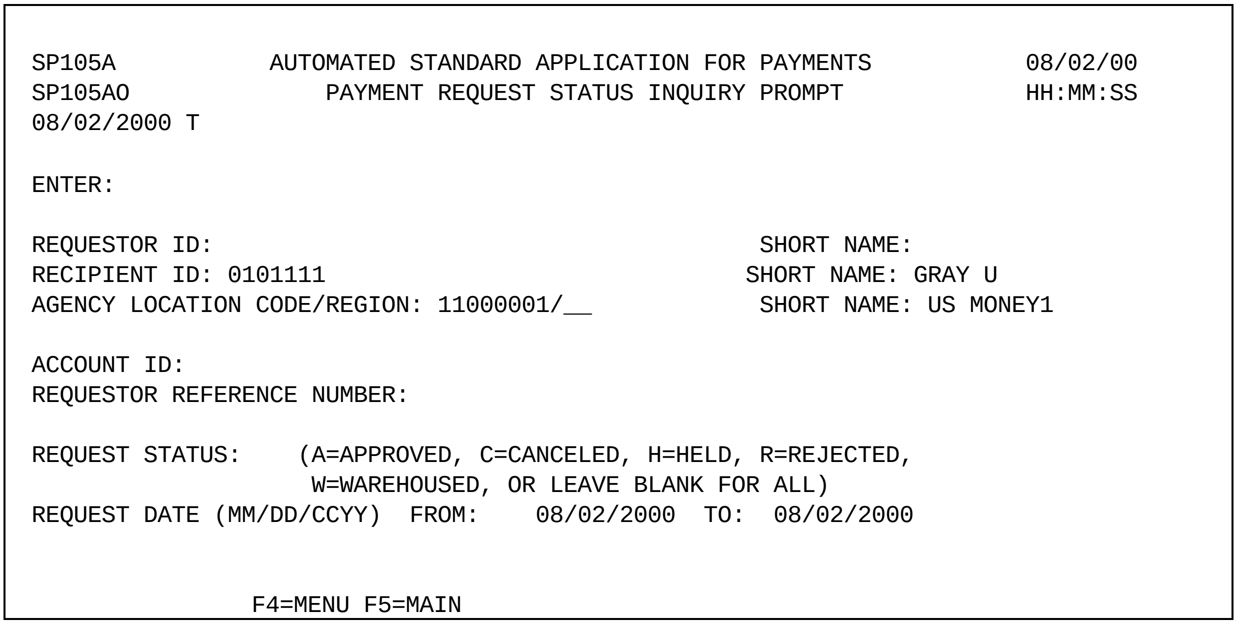
Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.



```
SP112A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP112AO                  PAYMENT REQUEST STATUS INQUIRY LIST               HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                     SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000                                  SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $4,000.00                                   TOTAL ITEMS: 004

 S   ALC/REGION    RO ID     ACCOUNT ID    AMT REQUESTED   CURR AVAIL BAL      STA


 -   11000001/    0101111     F1R10003         $1,000.00       $83,000.00       A



F3=PRMT  F4=MENU   F5=MAIN                                F11=SUMM
```

STEP 3: RESULT

The prompt screen appears.



```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP105AO             PAYMENT REQUEST STATUS INQUIRY PROMPT             HH:MM:SS
08/02/2000 T

ENTER:

REQUESTOR ID:                                         SHORT NAME:
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/__              SHORT NAME: US MONEY1

ACCOUNT ID:
REQUESTOR REFERENCE NUMBER:

REQUEST STATUS:    (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:    08/02/2000  TO:  08/02/2000


                F4=MENU F5=MAIN
```

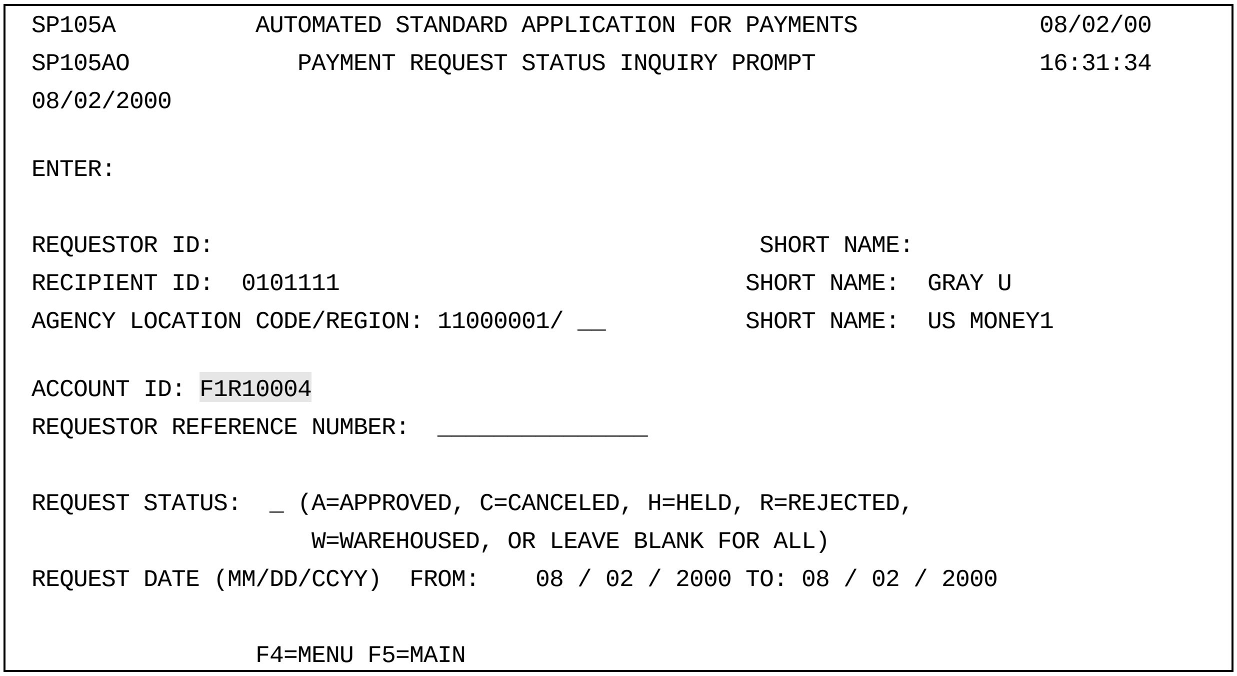
EXAMPLE THREE

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

- One Recipient Organization
- One Account ID
- Date Range

STEP 1: ACTION

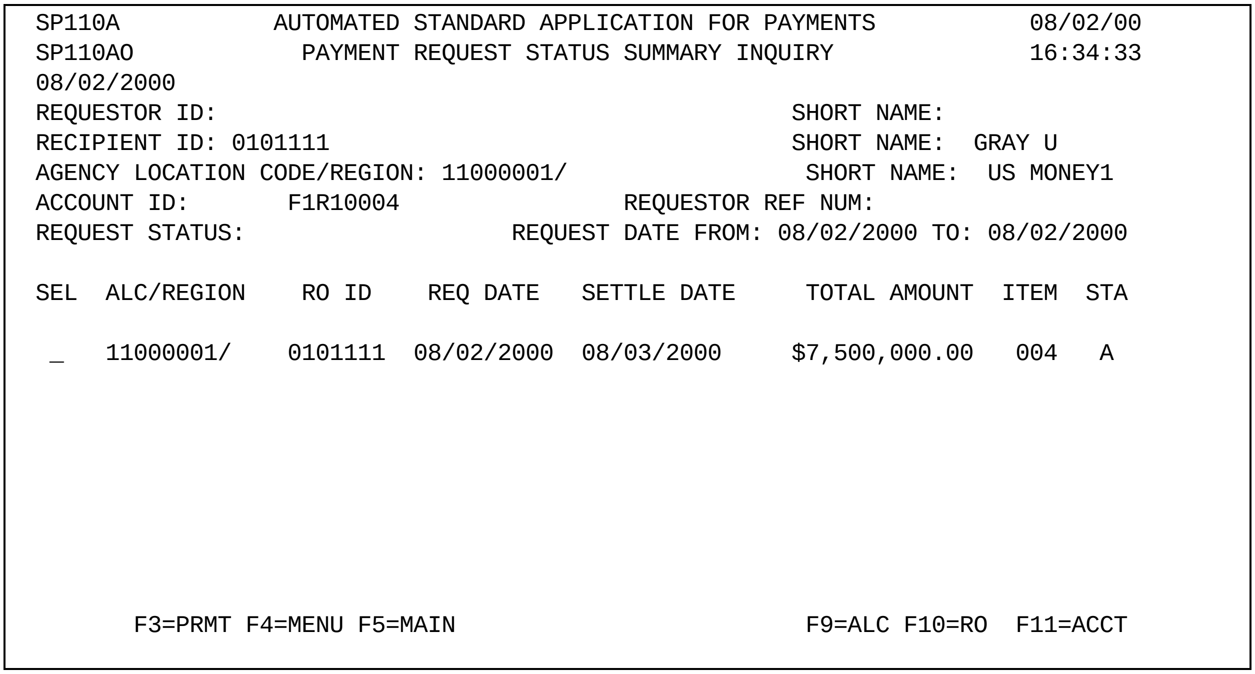
Fill in the prompt screen as shown below and press Enter.



```
SP105A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP105AO           PAYMENT REQUEST STATUS INQUIRY PROMPT               16:31:34
08/02/2000

ENTER:


REQUESTOR ID:                                        SHORT NAME:
RECIPIENT ID:  0101111                              SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001/ __           SHORT NAME:  US MONEY1

ACCOUNT ID: F1R10004
REQUESTOR REFERENCE NUMBER:  _______________


REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000


                F4=MENU F5=MAIN
```

STEP 1: RESULT

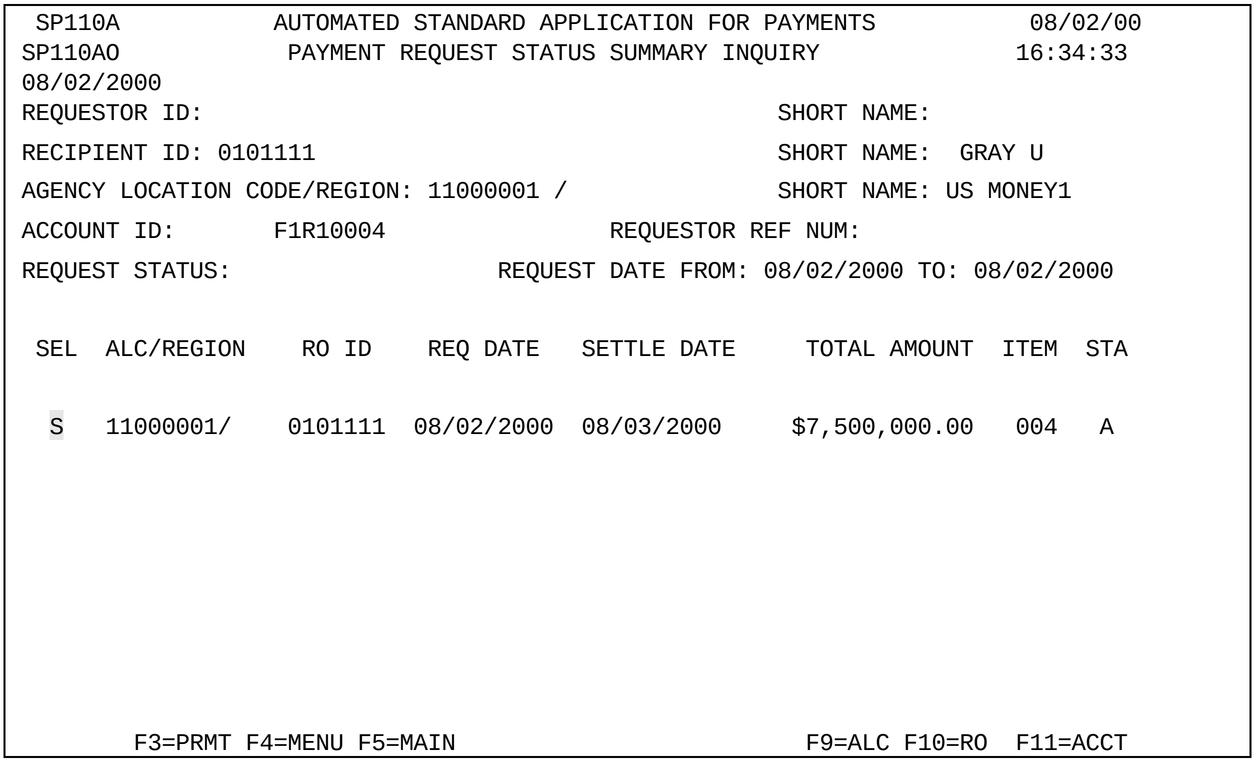
The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.



```
SP110A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO            PAYMENT REQUEST STATUS SUMMARY INQUIRY             16:34:33
08/02/2000
REQUESTOR ID:                                          SHORT NAME:
RECIPIENT ID: 0101111                                  SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001/                  SHORT NAME:  US MONEY1
ACCOUNT ID:       F1R10004                REQUESTOR REF NUM:
REQUEST STATUS:                   REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION    RO ID    REQ DATE   SETTLE DATE     TOTAL AMOUNT  ITEM  STA

 _   11000001/    0101111  08/02/2000  08/03/2000     $7,500,000.00   004   A








       F3=PRMT F4=MENU F5=MAIN                          F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

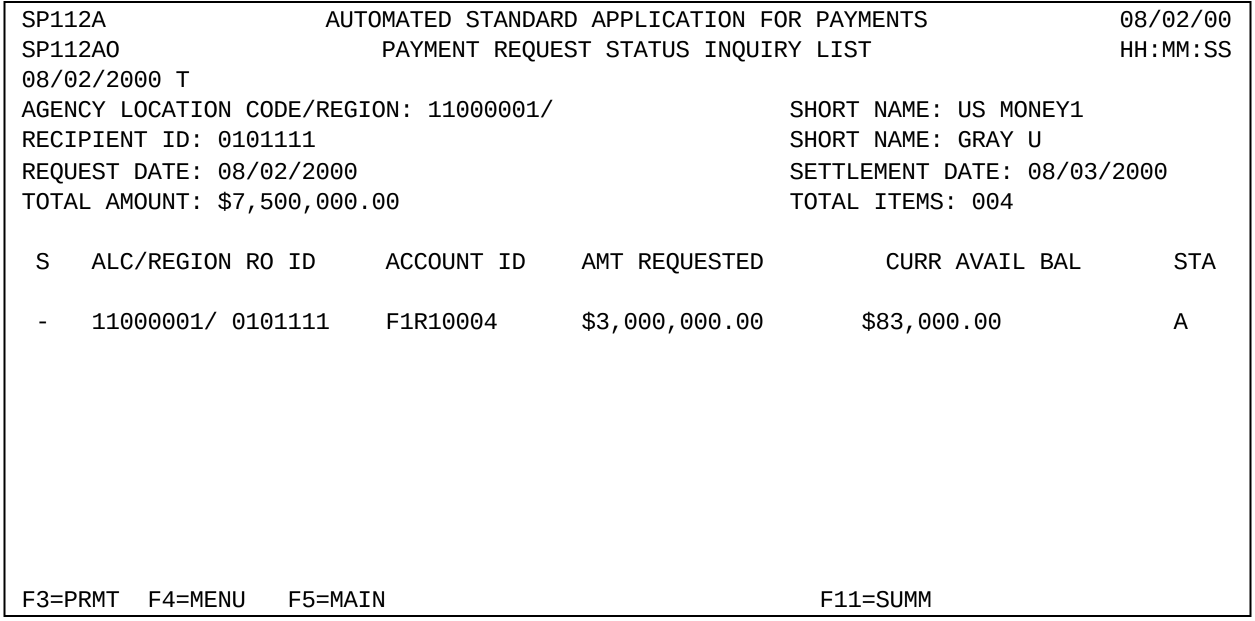
Enter S to select the item and press Enter.



```
 SP110A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP110AO            PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000
REQUESTOR ID:                                         SHORT NAME:
RECIPIENT ID: 0101111                                 SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME: US MONEY1
ACCOUNT ID:       F1R10004                REQUESTOR REF NUM:
REQUEST STATUS:                   REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

 SEL  ALC/REGION    RO ID    REQ DATE   SETTLE DATE     TOTAL AMOUNT  ITEM  STA

  S   11000001/    0101111  08/02/2000  08/03/2000     $7,500,000.00   004   A









        F3=PRMT F4=MENU F5=MAIN                         F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

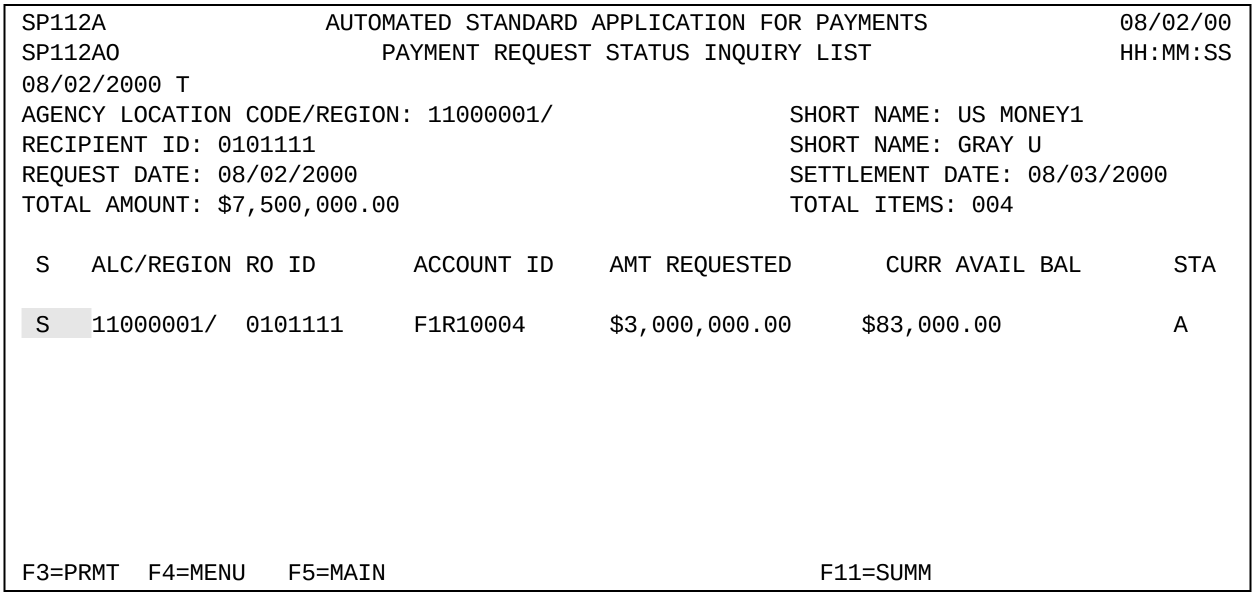
The list screen is displayed and shows you the payment request for the account specified on the prompt.



```
SP112A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS              08/02/00
SP112AO                   PAYMENT REQUEST STATUS INQUIRY LIST                  HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                 SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000                               SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $7,500,000.00                            TOTAL ITEMS: 004

 S   ALC/REGION RO ID     ACCOUNT ID    AMT REQUESTED         CURR AVAIL BAL       STA

 -   11000001/ 0101111    F1R10004      $3,000,000.00       $83,000.00             A







F3=PRMT  F4=MENU   F5=MAIN                               F11=SUMM
```

STEP 3: ACTION

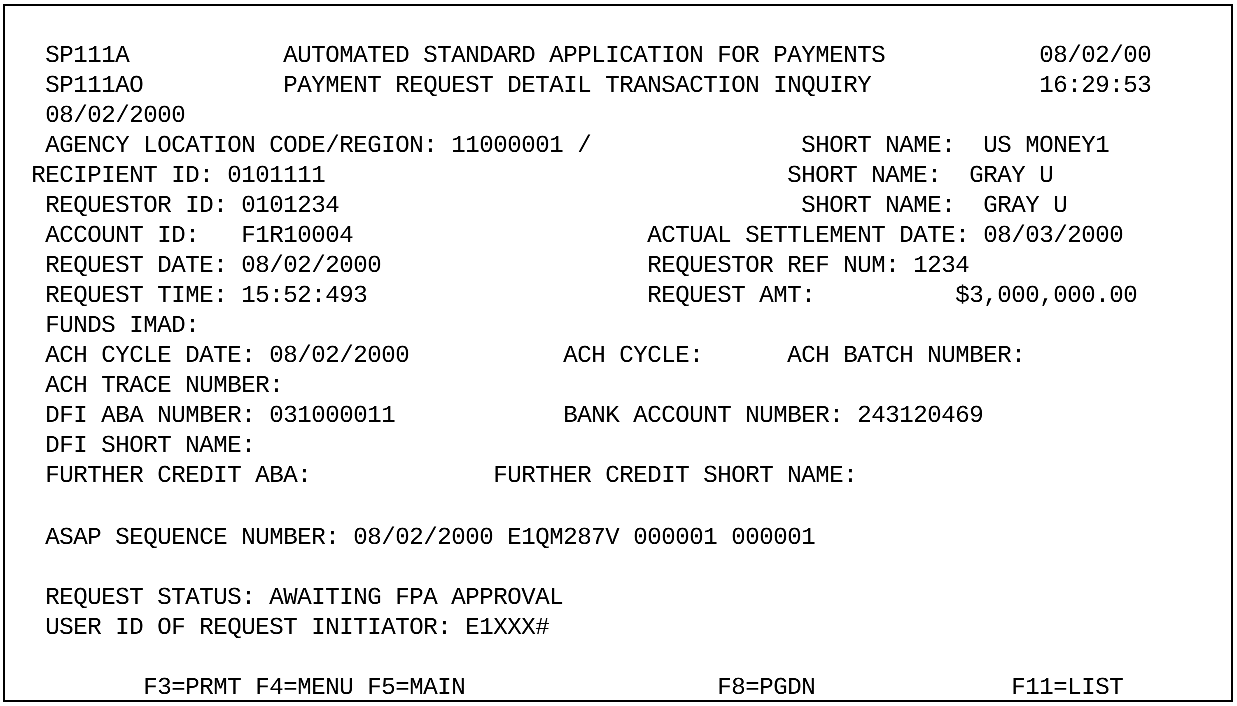
Type S in the select field and press Enter to view detail on this payment request.



```
SP112A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP112AO                 PAYMENT REQUEST STATUS INQUIRY LIST                 HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                 SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000                              SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $7,500,000.00                           TOTAL ITEMS: 004

 S   ALC/REGION RO ID       ACCOUNT ID    AMT REQUESTED       CURR AVAIL BAL       STA

 S   11000001/  0101111     F1R10004      $3,000,000.00     $83,000.00             A






F3=PRMT  F4=MENU   F5=MAIN                              F11=SUMM
```

STEP 3: RESULT

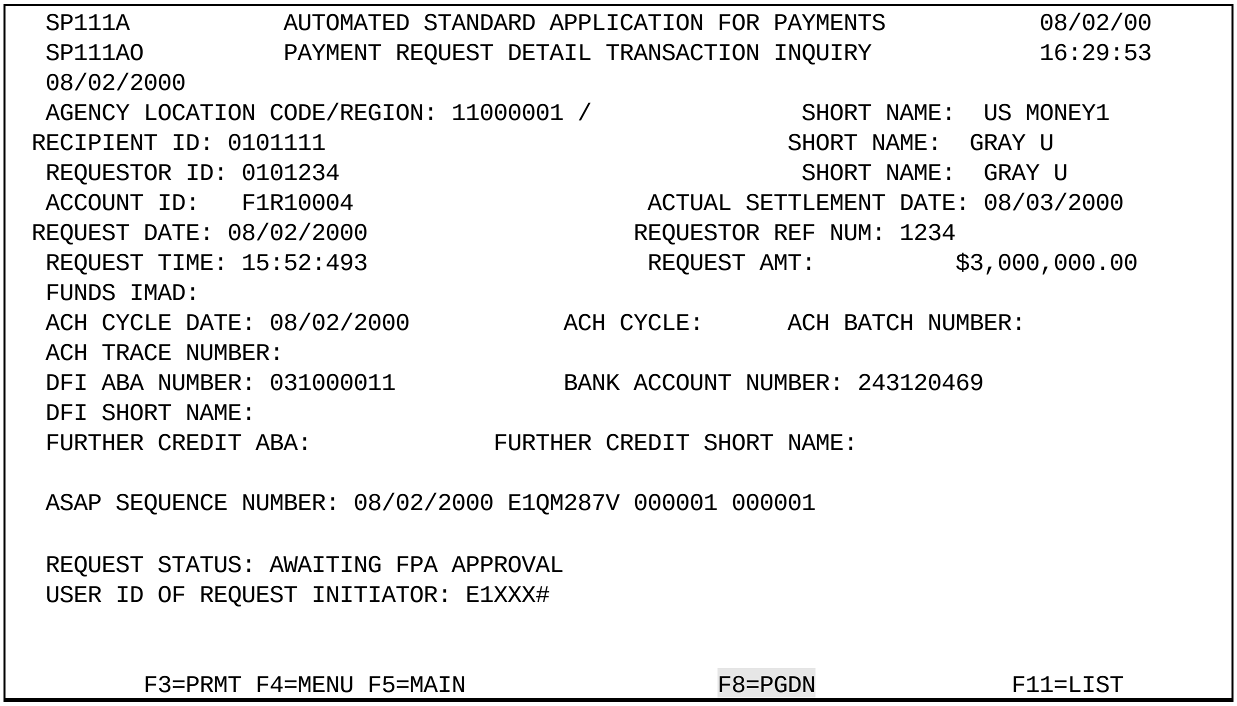
The following screen appears with the detailed information for the selected transaction.



```
  SP111A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
  SP111AO          PAYMENT REQUEST DETAIL TRANSACTION INQUIRY            16:29:53
  08/02/2000
  AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1
 RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
  REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
  ACCOUNT ID:   F1R10004                    ACTUAL SETTLEMENT DATE: 08/03/2000
  REQUEST DATE: 08/02/2000                  REQUESTOR REF NUM: 1234
  REQUEST TIME: 15:52:493                   REQUEST AMT:         $3,000,000.00
  FUNDS IMAD:
  ACH CYCLE DATE: 08/02/2000          ACH CYCLE:      ACH BATCH NUMBER:
  ACH TRACE NUMBER:
  DFI ABA NUMBER: 031000011           BANK ACCOUNT NUMBER: 243120469
  DFI SHORT NAME:
  FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

  ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

  REQUEST STATUS: AWAITING FPA APPROVAL
  USER ID OF REQUEST INITIATOR: E1XXX#

         F3=PRMT F4=MENU F5=MAIN                  F8=PGDN            F11=LIST
```

STEP 4: ACTION

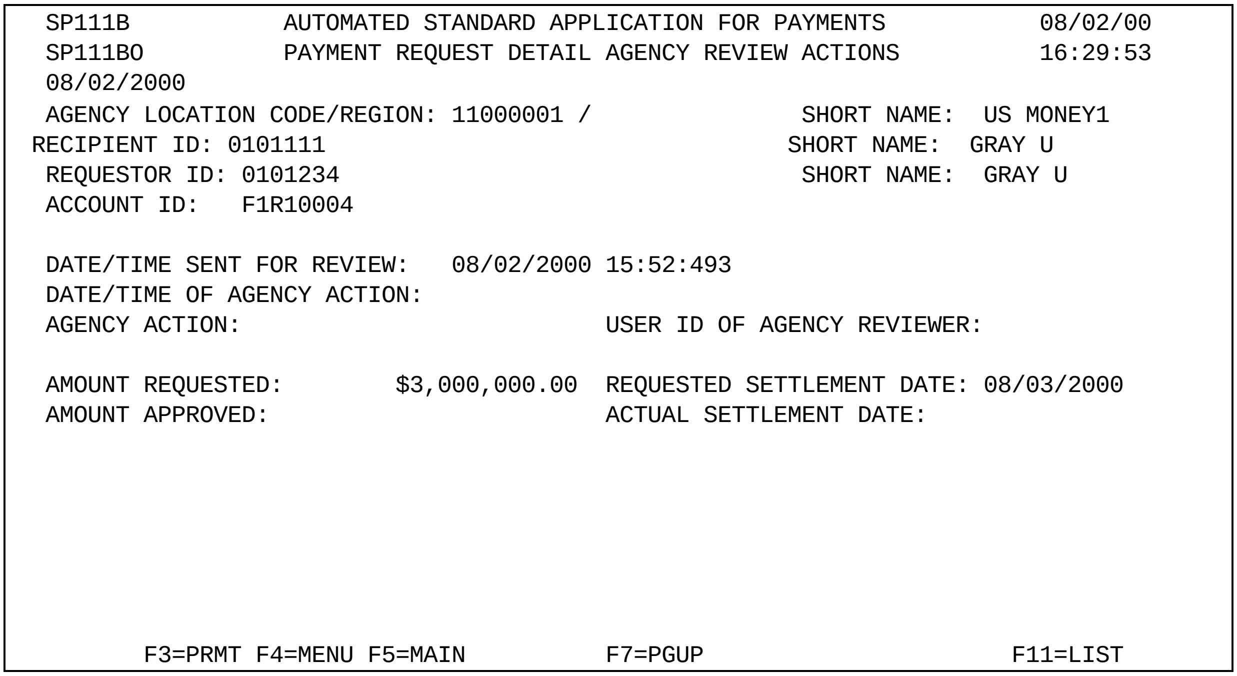
Press F8=PGDN to view the status of the request that was subject to Agency Review.



```
 SP111A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP111AO          PAYMENT REQUEST DETAIL TRANSACTION INQUIRY            16:29:53
 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004                     ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000                    REQUESTOR REF NUM: 1234
 REQUEST TIME: 15:52:493                    REQUEST AMT:          $3,000,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000           ACH CYCLE:      ACH BATCH NUMBER:
 ACH TRACE NUMBER:
 DFI ABA NUMBER: 031000011            BANK ACCOUNT NUMBER: 243120469
 DFI SHORT NAME:
 FURTHER CREDIT ABA:             FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS: AWAITING FPA APPROVAL
 USER ID OF REQUEST INITIATOR: E1XXX#


        F3=PRMT F4=MENU F5=MAIN                  F8=PGDN              F11=LIST
```

STEP 4: RESULT

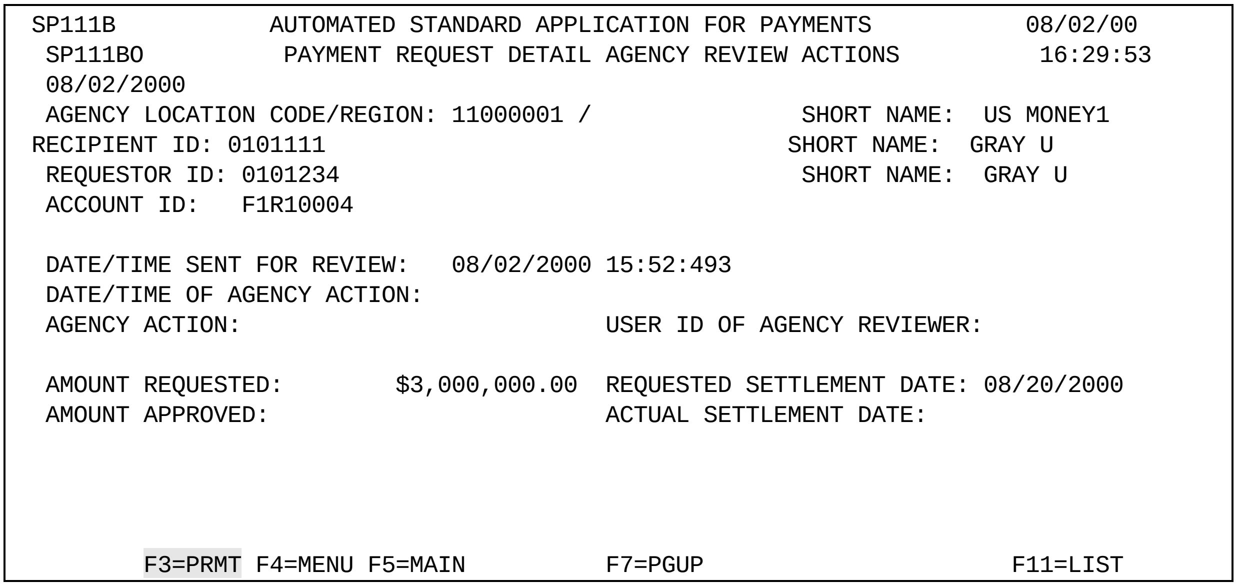
The following screen appears with the detailed information for a payment subject to agency review.



```
 SP111B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP111BO          PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS          16:29:53
 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004

 DATE/TIME SENT FOR REVIEW:   08/02/2000 15:52:493
 DATE/TIME OF AGENCY ACTION:
 AGENCY ACTION:                          USER ID OF AGENCY REVIEWER:

 AMOUNT REQUESTED:        $3,000,000.00  REQUESTED SETTLEMENT DATE: 08/03/2000
 AMOUNT APPROVED:                        ACTUAL SETTLEMENT DATE:







        F3=PRMT F4=MENU F5=MAIN          F7=PGUP                      F11=LIST
```

STEP 5: ACTION

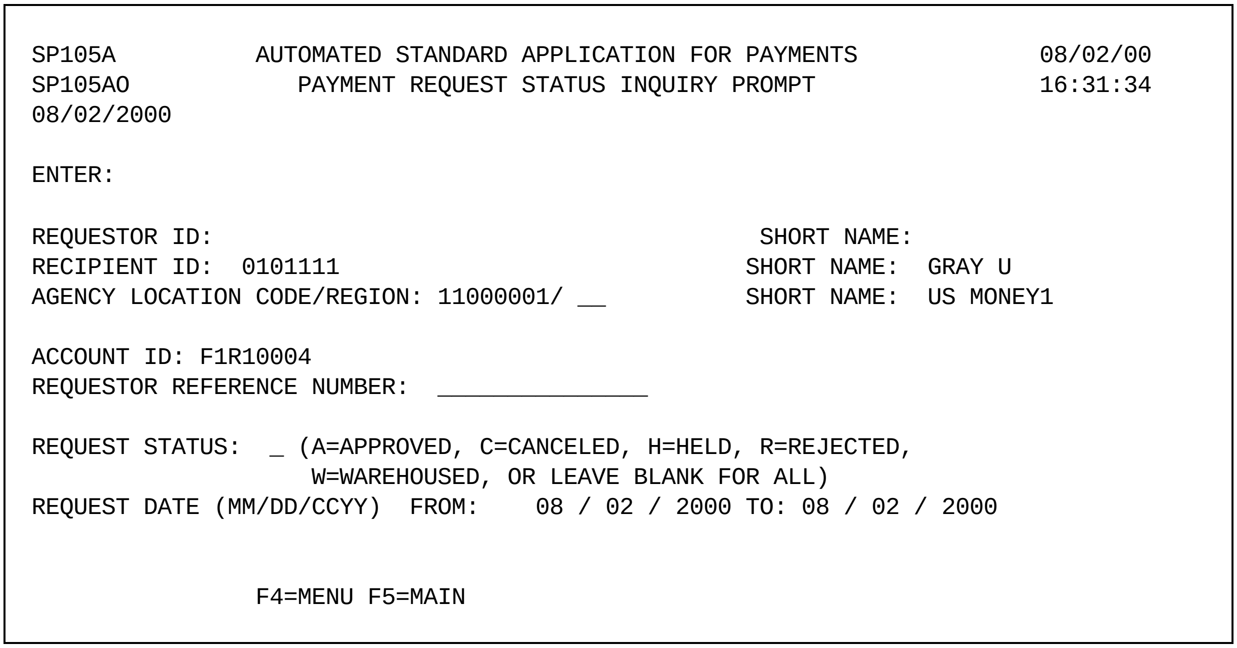
Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.



```
SP111B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP111BO          PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS          16:29:53
 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004

 DATE/TIME SENT FOR REVIEW:   08/02/2000 15:52:493
 DATE/TIME OF AGENCY ACTION:
 AGENCY ACTION:                          USER ID OF AGENCY REVIEWER:

 AMOUNT REQUESTED:        $3,000,000.00  REQUESTED SETTLEMENT DATE: 08/20/2000
 AMOUNT APPROVED:                        ACTUAL SETTLEMENT DATE:




        F3=PRMT F4=MENU F5=MAIN          F7=PGUP                     F11=LIST
```

STEP 5: RESULT

The prompt screen appears.



```
SP105A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP105AO           PAYMENT REQUEST STATUS INQUIRY PROMPT               16:31:34
08/02/2000

ENTER:

REQUESTOR ID:                                        SHORT NAME:
RECIPIENT ID:  0101111                              SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001/ __           SHORT NAME:  US MONEY1

ACCOUNT ID: F1R10004
REQUESTOR REFERENCE NUMBER:  _______________

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000


                F4=MENU F5=MAIN
```

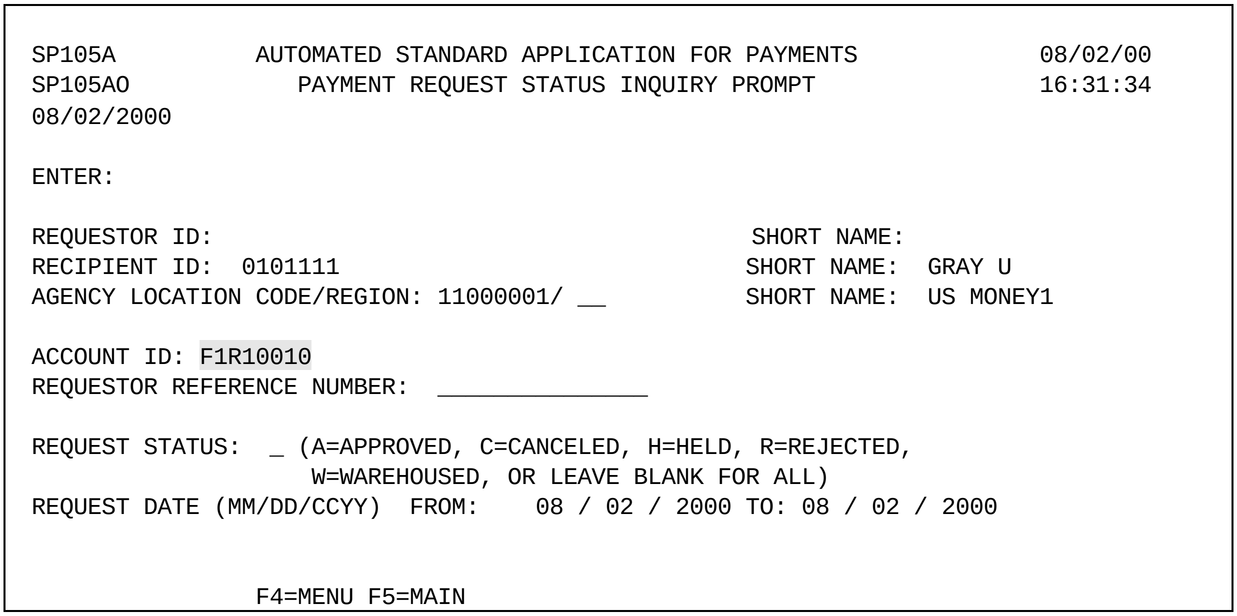
EXAMPLE FOUR

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

- One Recipient Organization
- One Account ID
- Date Range

STEP 1: ACTION

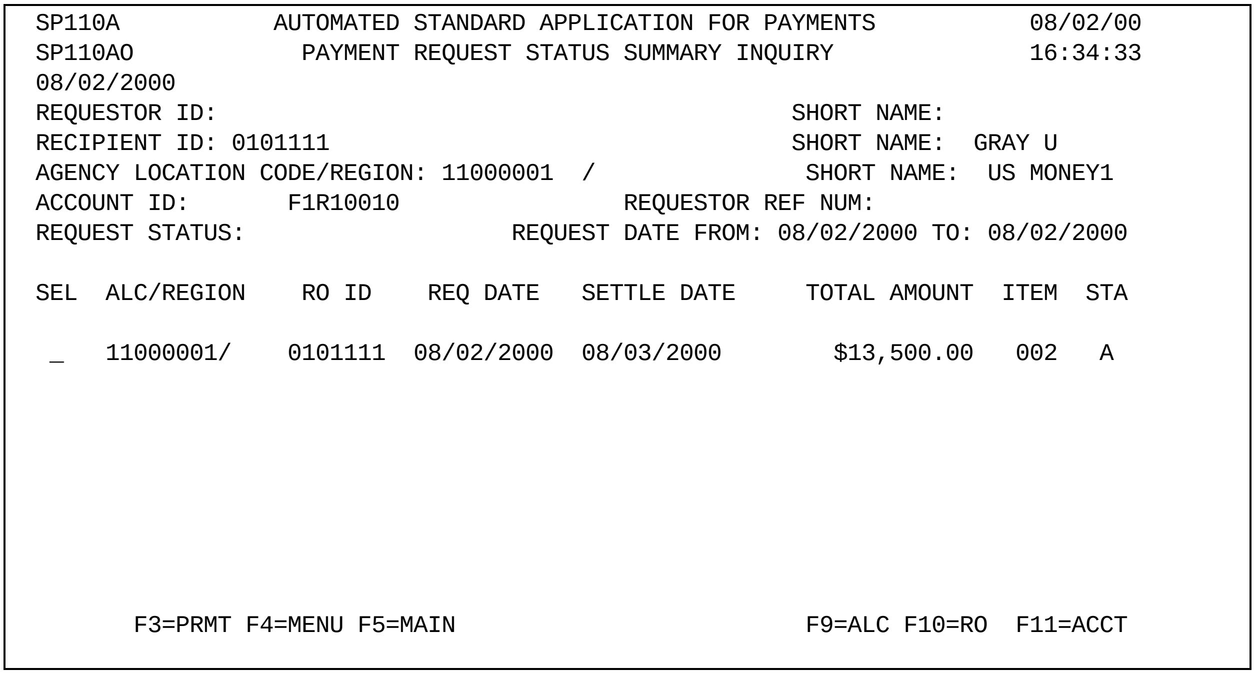
Fill in the prompt screen as shown below and press Enter.



```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP105AO            PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000

ENTER:

REQUESTOR ID:                                      SHORT NAME:
RECIPIENT ID:  0101111                             SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001/ __          SHORT NAME:  US MONEY1

ACCOUNT ID: F1R10010
REQUESTOR REFERENCE NUMBER:  _______________

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:    08 / 02 / 2000 TO: 08 / 02 / 2000


                F4=MENU F5=MAIN
```

STEP 1: RESULT

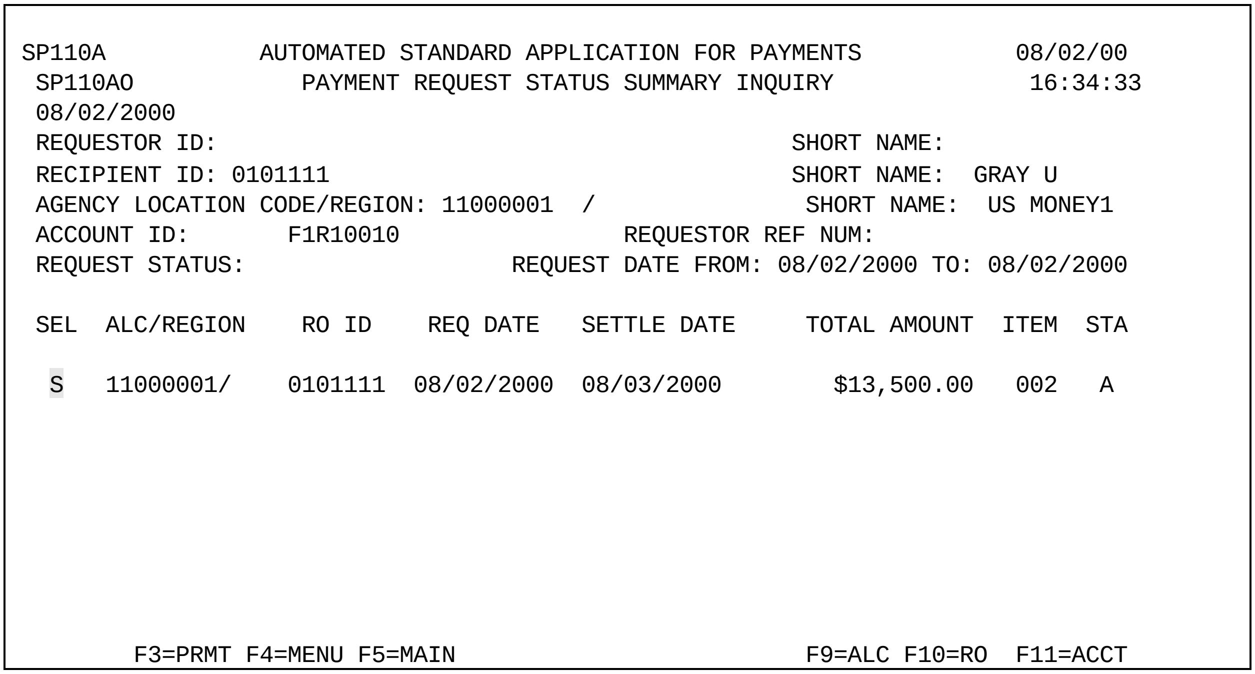
The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.



```
SP110A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP110AO            PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000
REQUESTOR ID:                                          SHORT NAME:
RECIPIENT ID: 0101111                                  SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001  /                SHORT NAME:  US MONEY1
ACCOUNT ID:      F1R10010               REQUESTOR REF NUM:
REQUEST STATUS:                   REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION    RO ID    REQ DATE   SETTLE DATE     TOTAL AMOUNT  ITEM  STA

 _   11000001/    0101111  08/02/2000  08/03/2000       $13,500.00   002   A








       F3=PRMT F4=MENU F5=MAIN                         F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

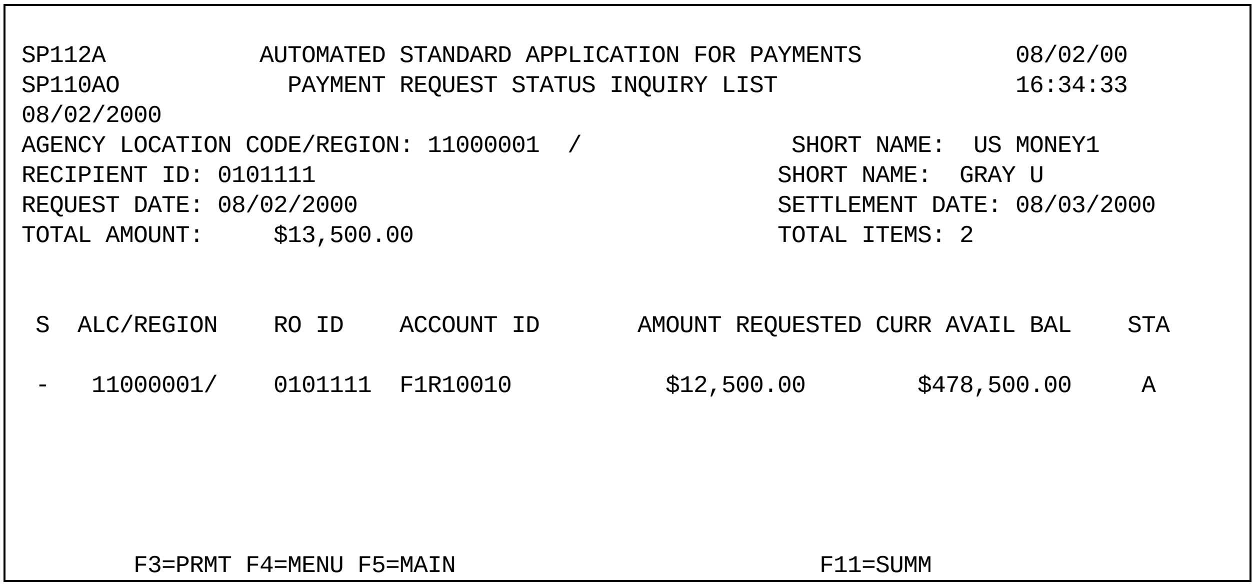
Type the letter S in the SEL field next to the first payment transaction in the list and press Enter.



```
SP110A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP110AO           PAYMENT REQUEST STATUS SUMMARY INQUIRY               16:34:33
 08/02/2000
 REQUESTOR ID:                                         SHORT NAME:
 RECIPIENT ID: 0101111                                 SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001  /               SHORT NAME:  US MONEY1
 ACCOUNT ID:       F1R10010               REQUESTOR REF NUM:
 REQUEST STATUS:                   REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

 SEL  ALC/REGION    RO ID    REQ DATE   SETTLE DATE     TOTAL AMOUNT  ITEM  STA

  S   11000001/    0101111  08/02/2000  08/03/2000       $13,500.00   002   A






        F3=PRMT F4=MENU F5=MAIN                         F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

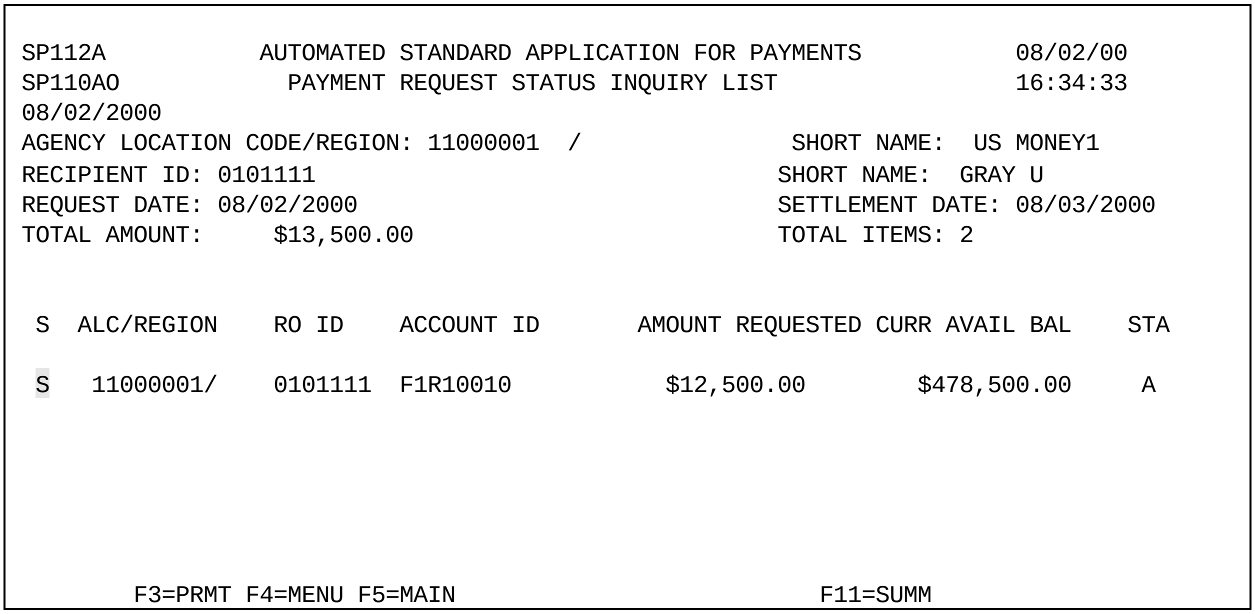
The following screen appears with information for the selected account.



```
SP112A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP110AO            PAYMENT REQUEST STATUS INQUIRY LIST                 16:34:33
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001  /                SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                  SHORT NAME:  GRAY U
REQUEST DATE: 08/02/2000                               SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:     $13,500.00                           TOTAL ITEMS: 2


 S  ALC/REGION    RO ID    ACCOUNT ID       AMOUNT REQUESTED CURR AVAIL BAL    STA

 -   11000001/    0101111  F1R10010           $12,500.00       $478,500.00     A




        F3=PRMT F4=MENU F5=MAIN                          F11=SUMM
```

STEP 3: ACTION

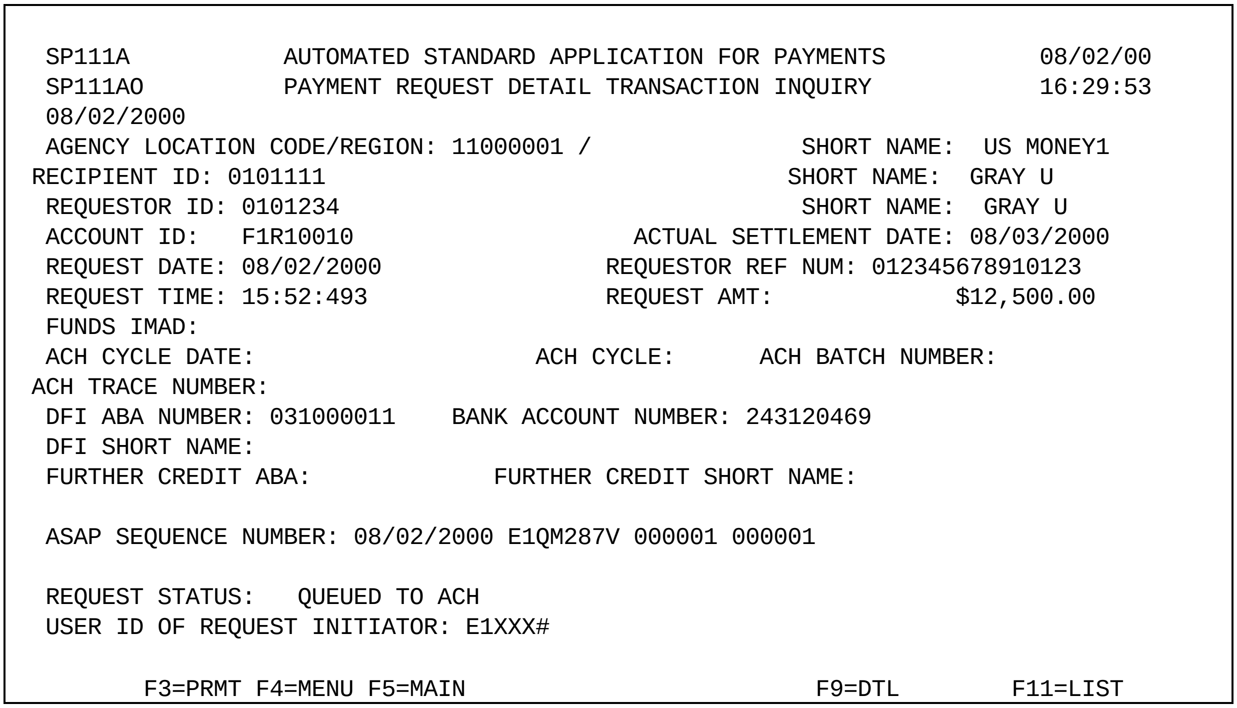
Type S in the select field next to the first transaction and press ENTER.



```
SP112A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP110AO            PAYMENT REQUEST STATUS INQUIRY LIST                 16:34:33
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001  /              SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
REQUEST DATE: 08/02/2000                             SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:     $13,500.00                         TOTAL ITEMS: 2


 S  ALC/REGION    RO ID    ACCOUNT ID       AMOUNT REQUESTED CURR AVAIL BAL    STA

 S   11000001/    0101111  F1R10010           $12,500.00       $478,500.00     A





        F3=PRMT F4=MENU F5=MAIN                          F11=SUMM
```

STEP 3: RESULT

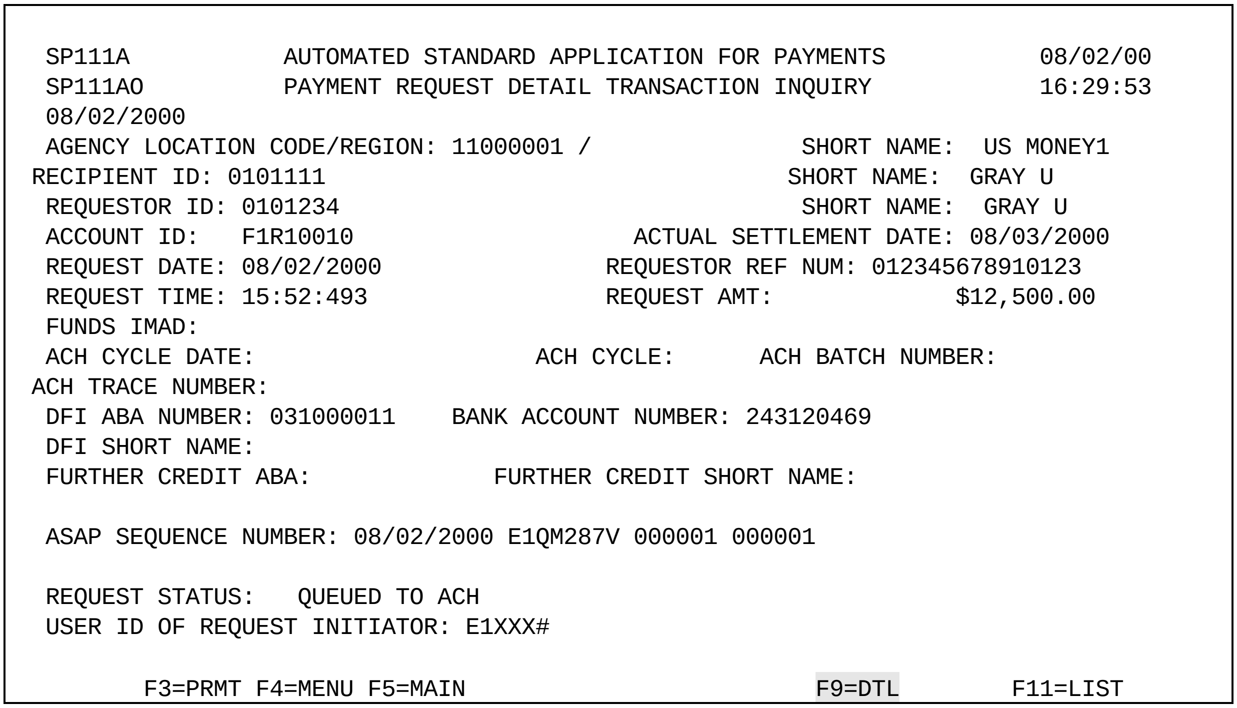
The following screen appears with the detailed information for the selected transaction.



```
 SP111A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP111AO          PAYMENT REQUEST DETAIL TRANSACTION INQUIRY            16:29:53
 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10010                  ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000              REQUESTOR REF NUM: 012345678910123
 REQUEST TIME: 15:52:493               REQUEST AMT:            $12,500.00
 FUNDS IMAD:
 ACH CYCLE DATE:                   ACH CYCLE:      ACH BATCH NUMBER:
ACH TRACE NUMBER:
 DFI ABA NUMBER: 031000011    BANK ACCOUNT NUMBER: 243120469
 DFI SHORT NAME:
 FURTHER CREDIT ABA:             FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#

       F3=PRMT F4=MENU F5=MAIN                        F9=DTL       F11=LIST
```

STEP 4: ACTION

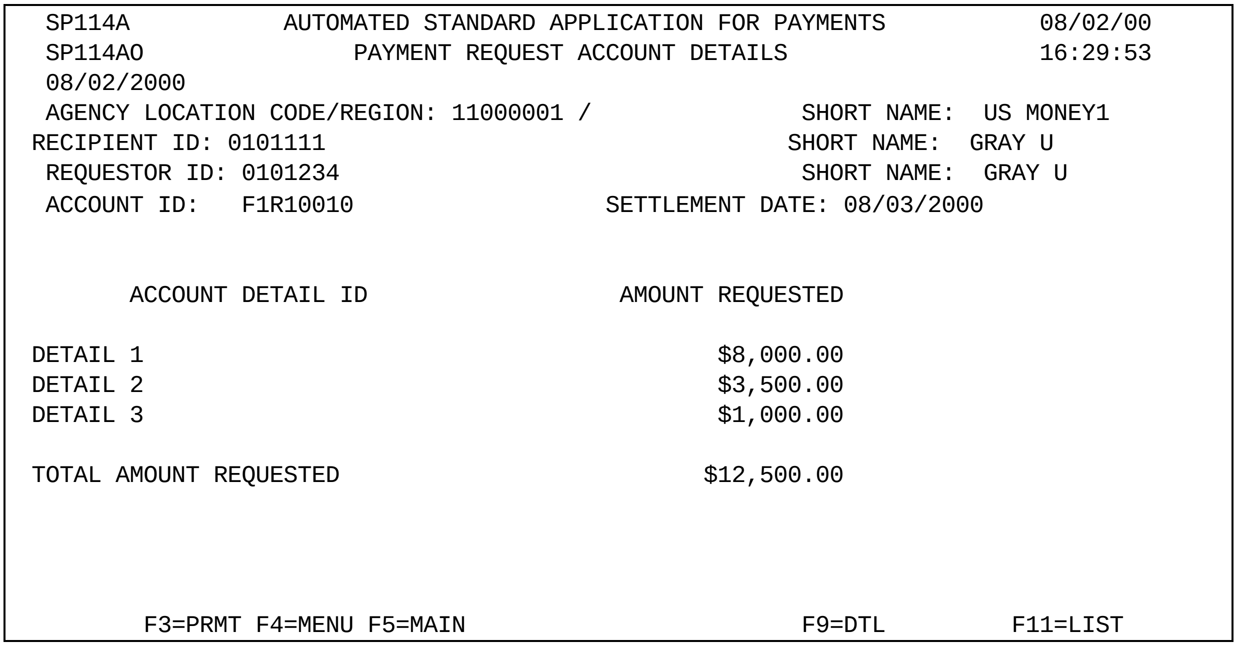
Press F9=DTL to view the account details from which requests were made.



```
 SP111A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP111AO          PAYMENT REQUEST DETAIL TRANSACTION INQUIRY            16:29:53
 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10010                  ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000              REQUESTOR REF NUM: 012345678910123
 REQUEST TIME: 15:52:493               REQUEST AMT:             $12,500.00
 FUNDS IMAD:
 ACH CYCLE DATE:                    ACH CYCLE:      ACH BATCH NUMBER:
ACH TRACE NUMBER:
 DFI ABA NUMBER: 031000011    BANK ACCOUNT NUMBER: 243120469
 DFI SHORT NAME:
 FURTHER CREDIT ABA:             FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#

        F3=PRMT F4=MENU F5=MAIN                         F9=DTL        F11=LIST
```

STEP 4: RESULT

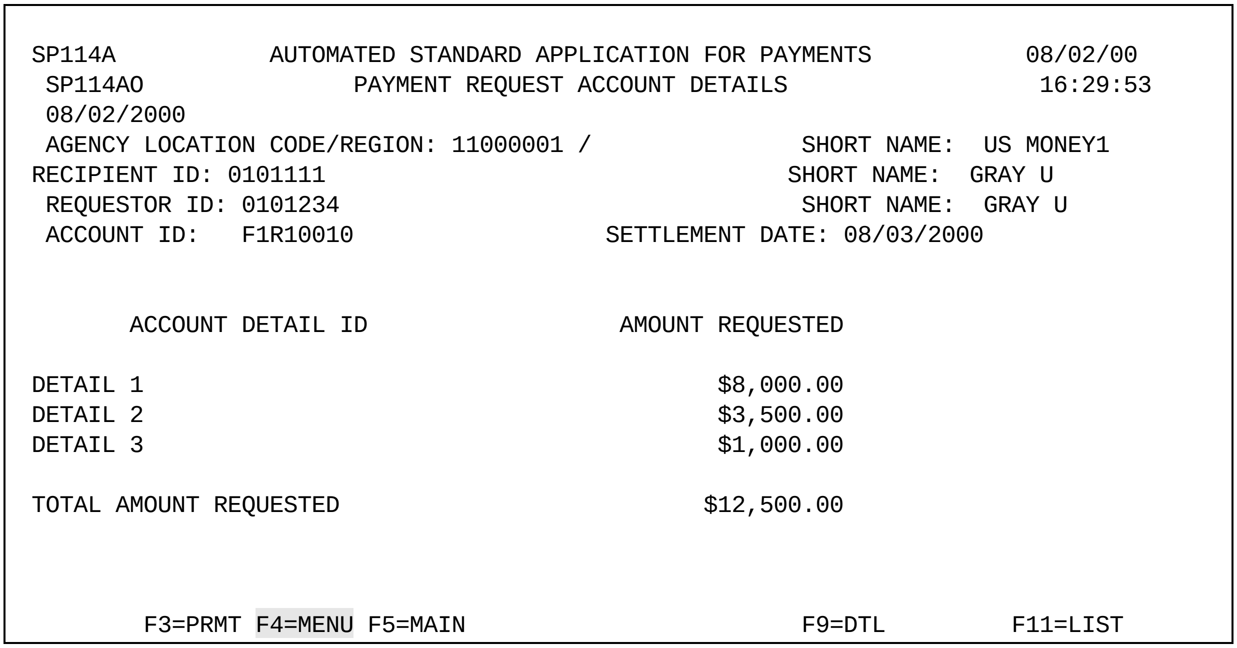
The following screen appears with the information about the amount requested from each account detail.



```
 SP114A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP114AO               PAYMENT REQUEST ACCOUNT DETAILS                  16:29:53
 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10010                SETTLEMENT DATE: 08/03/2000


       ACCOUNT DETAIL ID                  AMOUNT REQUESTED

DETAIL 1                                         $8,000.00
DETAIL 2                                         $3,500.00
DETAIL 3                                         $1,000.00

TOTAL AMOUNT REQUESTED                          $12,500.00




        F3=PRMT F4=MENU F5=MAIN                        F9=DTL         F11=LIST
```

STEP 5: ACTION

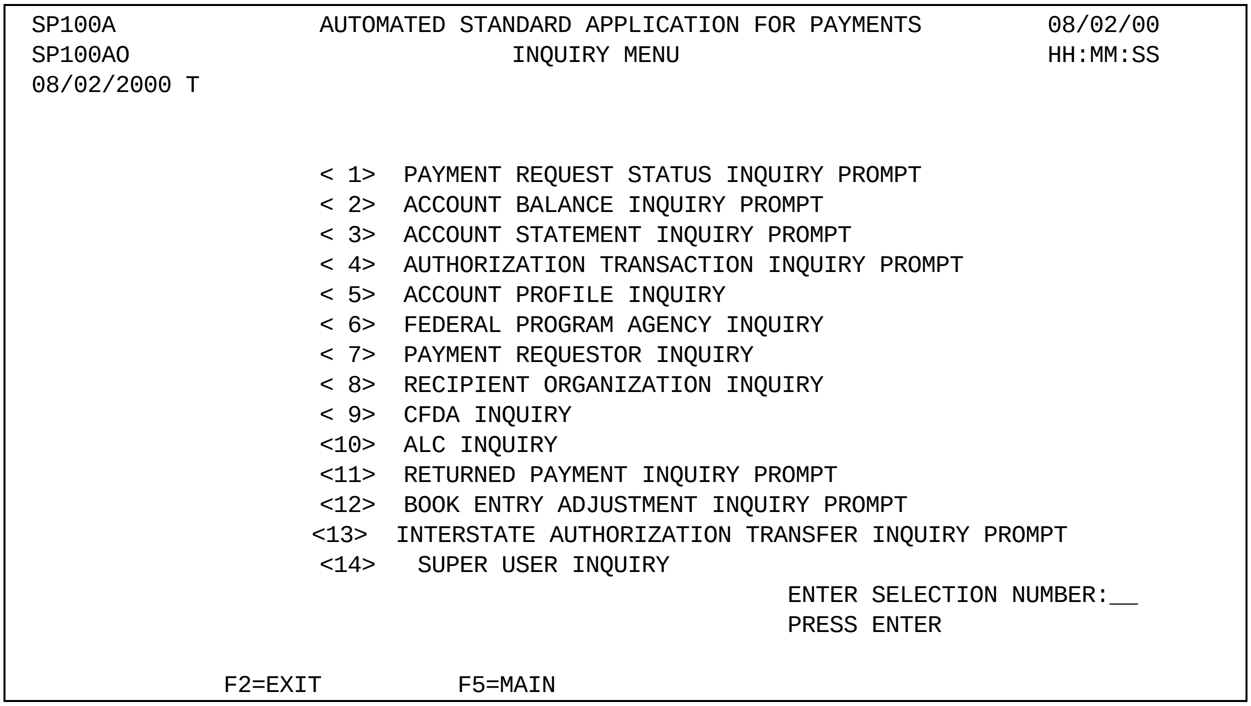
Press F4=MENU to return to the Inquiry Menu..



```
SP114A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP114AO              PAYMENT REQUEST ACCOUNT DETAILS                 16:29:53
 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                               SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                               SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10010                 SETTLEMENT DATE: 08/03/2000


       ACCOUNT DETAIL ID                  AMOUNT REQUESTED

DETAIL 1                                         $8,000.00
DETAIL 2                                         $3,500.00
DETAIL 3                                         $1,000.00

TOTAL AMOUNT REQUESTED                          $12,500.00



        F3=PRMT F4=MENU F5=MAIN                        F9=DTL         F11=LIST
```

STEP 5: RESULT

The following screen appears, allowing for selection of another Inquiry option.



```
SP100A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP100AO                           INQUIRY MENU                          HH:MM:SS
08/02/2000 T


                    < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                    < 2>  ACCOUNT BALANCE INQUIRY PROMPT
                    < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
                    < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                    < 5>  ACCOUNT PROFILE INQUIRY
                    < 6>  FEDERAL PROGRAM AGENCY INQUIRY
                    < 7>  PAYMENT REQUESTOR INQUIRY
                    < 8>  RECIPIENT ORGANIZATION INQUIRY
                    < 9>  CFDA INQUIRY
                    <10>  ALC INQUIRY
                    <11>  RETURNED PAYMENT INQUIRY PROMPT
                    <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                   <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                    <14>   SUPER USER INQUIRY
                                                ENTER SELECTION NUMBER:__
                                                PRESS ENTER

              F2=EXIT         F5=MAIN
```

SECTION 10.2
ACCOUNT BALANCE INQUIRY

This feature allows you to view the **cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE)** and the **current available balances** for your ASAP Accounts, which is the amount of money available for drawdown. You have the option of requesting account balance information for a single account or a group of accounts. You also have the option of requesting an up-to-the-minute account balance (by leaving the as of date field blank) or an “as of” account balance (by specifying a date in the as of date field).

The **cumulative authorizations** column is the sum of all applied increase authorization transactions minus the sum of all applied decrease authorization transactions. Note that this excludes authorizations which are uncertified or warehoused at the time of the inquiry.

The **cumulative draws/RP/BE** is calculated as follows:

< The sum of any **funds returned** to ASAP via the Recipient Organization′s financial institution **and classified or reclassified** by an RFC back to the ASAP Account in question

< PLUS the sum of **book entry adjustment increases**

< MINUS the sum of **approved payment requests** (recall that the amount of a payment request is subtracted from the available balance when the request is approved, even if the funds have not yet settled at the receiving financial institution)

< MINUS the sum of all **negative draw amounts**

< MINUS the sum of **book entry adjustment decreases**

< MINUS the sum of **any funds reclassified out of an account by an RFC**.

The **current available balance** is calculated as follows:

< the net of the cumulative authorizations reduced by the net amount of the cumulative draws/RP/BE.

! The account balance shown may be **negative** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

NOTE:

< Column totals appear at the end of the list of accounts.

< If there is a warehoused authorization for an account(s) on the list, that account(s) will be highlighted.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Balance Inquiry feature.

Example 1 shows how to request an up-to-the-minute account balance.

Example 2 shows how to request account balances as of a given date.

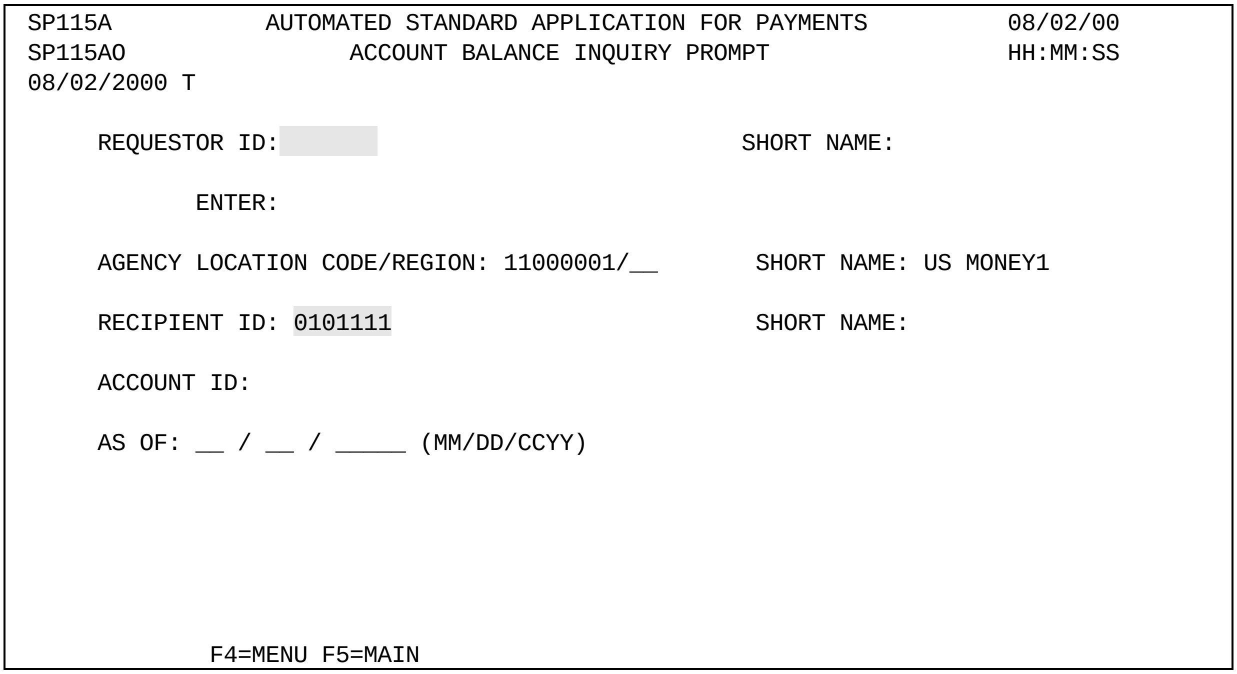
EXAMPLE ONE

Use the Account Balance Inquiry feature to inquire on the available balance for multiple accounts.

- One Recipient Organization
- Multiple Accounts

STEP 1: ACTION

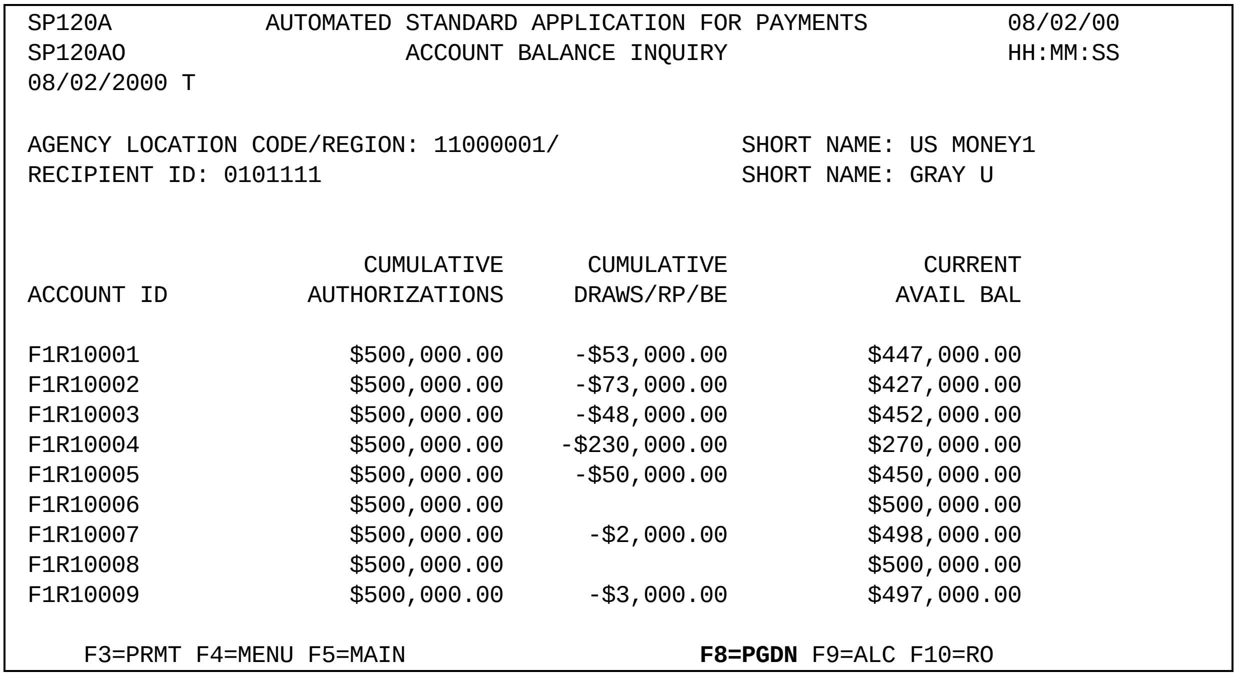
After selecting menu option 2 from the Inquiry menu, you will see the Account Balance Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID and as of fields blank.



```
SP115A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO                ACCOUNT BALANCE INQUIRY PROMPT                 HH:MM:SS
08/02/2000 T

     REQUESTOR ID:                                   SHORT NAME:

            ENTER:

     AGENCY LOCATION CODE/REGION: 11000001/__       SHORT NAME: US MONEY1

     RECIPIENT ID: 0101111                          SHORT NAME:

     ACCOUNT ID:

     AS OF: __ / __ / _____ (MM/DD/CCYY)




             F4=MENU F5=MAIN
```

STEP 1: RESULT

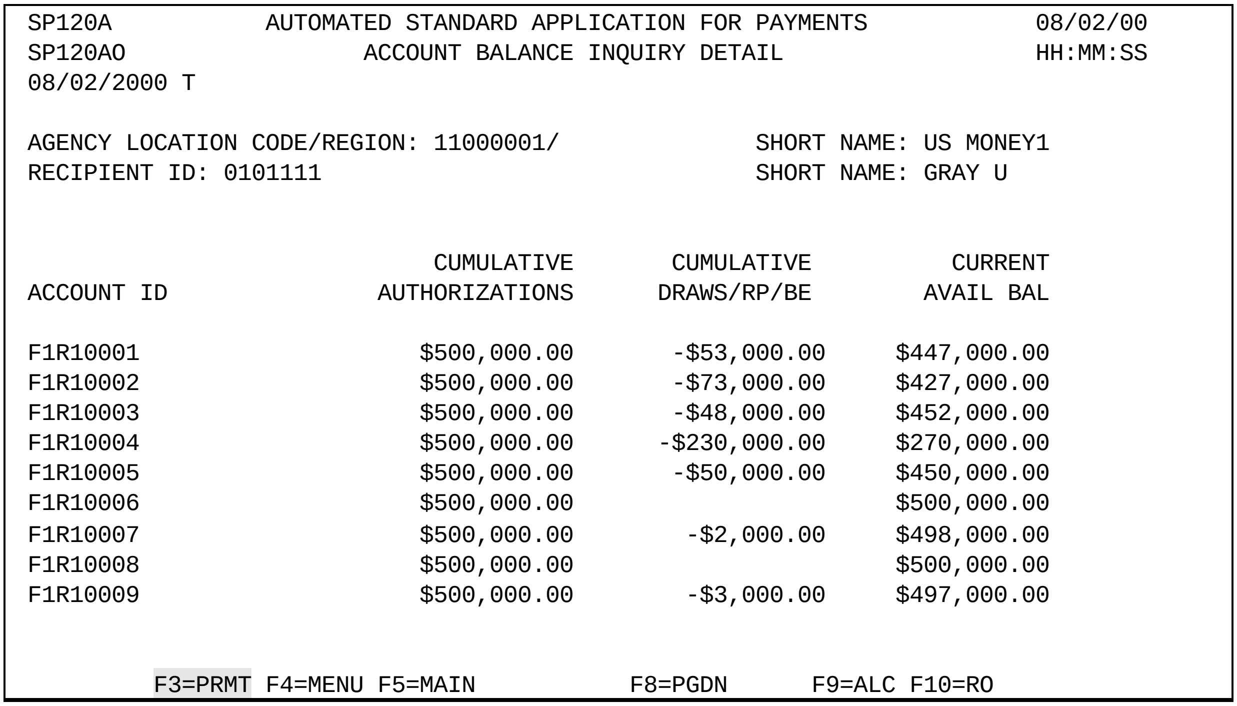
The following screen appears with all account balances for criteria specified on the prompt screen. **Note:** The F8=PGDN indicates that there are additional account balances in this example.



```
SP120A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO                    ACCOUNT BALANCE INQUIRY                    HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001/             SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U


                        CUMULATIVE      CUMULATIVE              CURRENT
ACCOUNT ID          AUTHORIZATIONS     DRAWS/RP/BE            AVAIL BAL

F1R10001               $500,000.00     -$53,000.00          $447,000.00
F1R10002               $500,000.00     -$73,000.00          $427,000.00
F1R10003               $500,000.00     -$48,000.00          $452,000.00
F1R10004               $500,000.00    -$230,000.00          $270,000.00
F1R10005               $500,000.00     -$50,000.00          $450,000.00
F1R10006               $500,000.00                          $500,000.00
F1R10007               $500,000.00      -$2,000.00          $498,000.00
F1R10008               $500,000.00                          $500,000.00
F1R10009               $500,000.00      -$3,000.00          $497,000.00

    F3=PRMT F4=MENU F5=MAIN                     F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

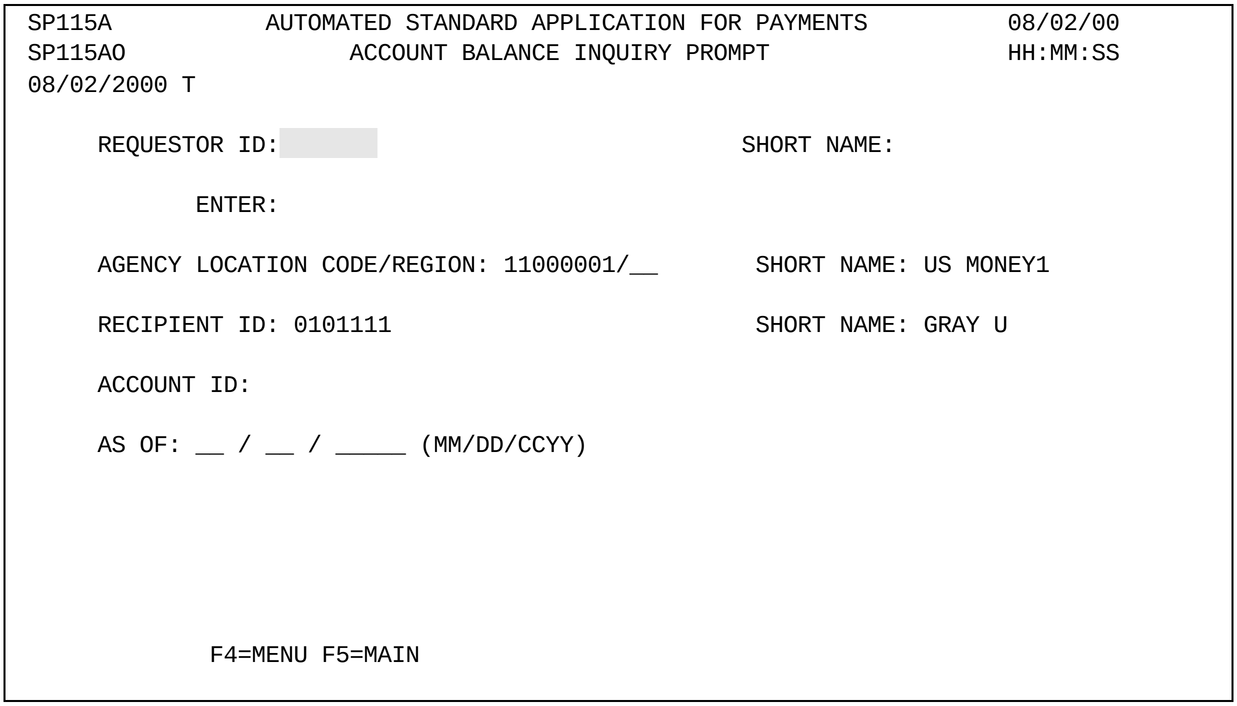
Press F3=PRMT to return to the Account Balance Inquiry Prompt screen.



```
SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP120AO                ACCOUNT BALANCE INQUIRY DETAIL                 HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001/             SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME: GRAY U


                             CUMULATIVE       CUMULATIVE          CURRENT
ACCOUNT ID               AUTHORIZATIONS      DRAWS/RP/BE        AVAIL BAL

F1R10001                    $500,000.00       -$53,000.00     $447,000.00
F1R10002                    $500,000.00       -$73,000.00     $427,000.00
F1R10003                    $500,000.00       -$48,000.00     $452,000.00
F1R10004                    $500,000.00      -$230,000.00     $270,000.00
F1R10005                    $500,000.00       -$50,000.00     $450,000.00
F1R10006                    $500,000.00                       $500,000.00
F1R10007                    $500,000.00        -$2,000.00     $498,000.00
F1R10008                    $500,000.00                       $500,000.00
F1R10009                    $500,000.00        -$3,000.00     $497,000.00


          F3=PRMT F4=MENU F5=MAIN           F8=PGDN      F9=ALC F10=RO
```

STEP 2: RESULT

The prompt screen is displayed.



```
SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP115AO               ACCOUNT BALANCE INQUIRY PROMPT                HH:MM:SS
08/02/2000 T

     REQUESTOR ID:                                SHORT NAME:

            ENTER:

     AGENCY LOCATION CODE/REGION: 11000001/__      SHORT NAME: US MONEY1

     RECIPIENT ID: 0101111                         SHORT NAME: GRAY U

     ACCOUNT ID:

     AS OF: __ / __ / _____ (MM/DD/CCYY)




             F4=MENU F5=MAIN
```

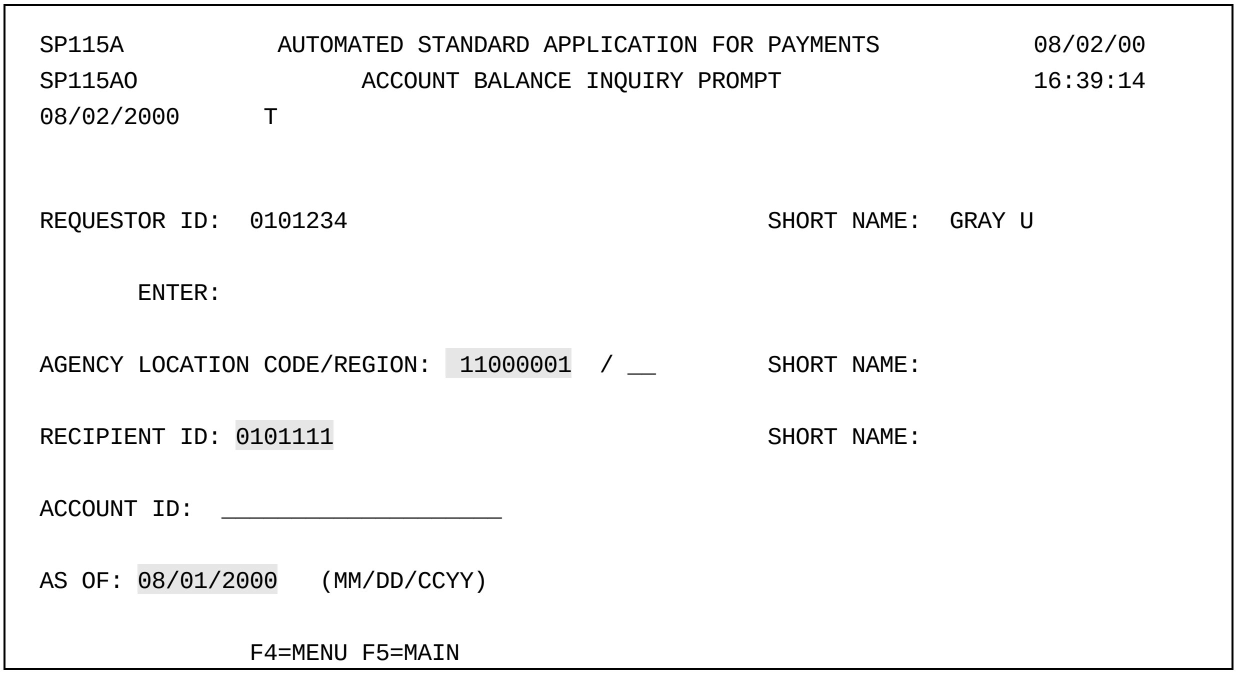
EXAMPLE 2

Use the Account Balance Inquiry feature to inquire on the available balance as of a specified date for multiple accounts.

- One Recipient Organization
- One Federal Agency
- Multiple Accounts
- “As Of” Date Specified

STEP 1: ACTION

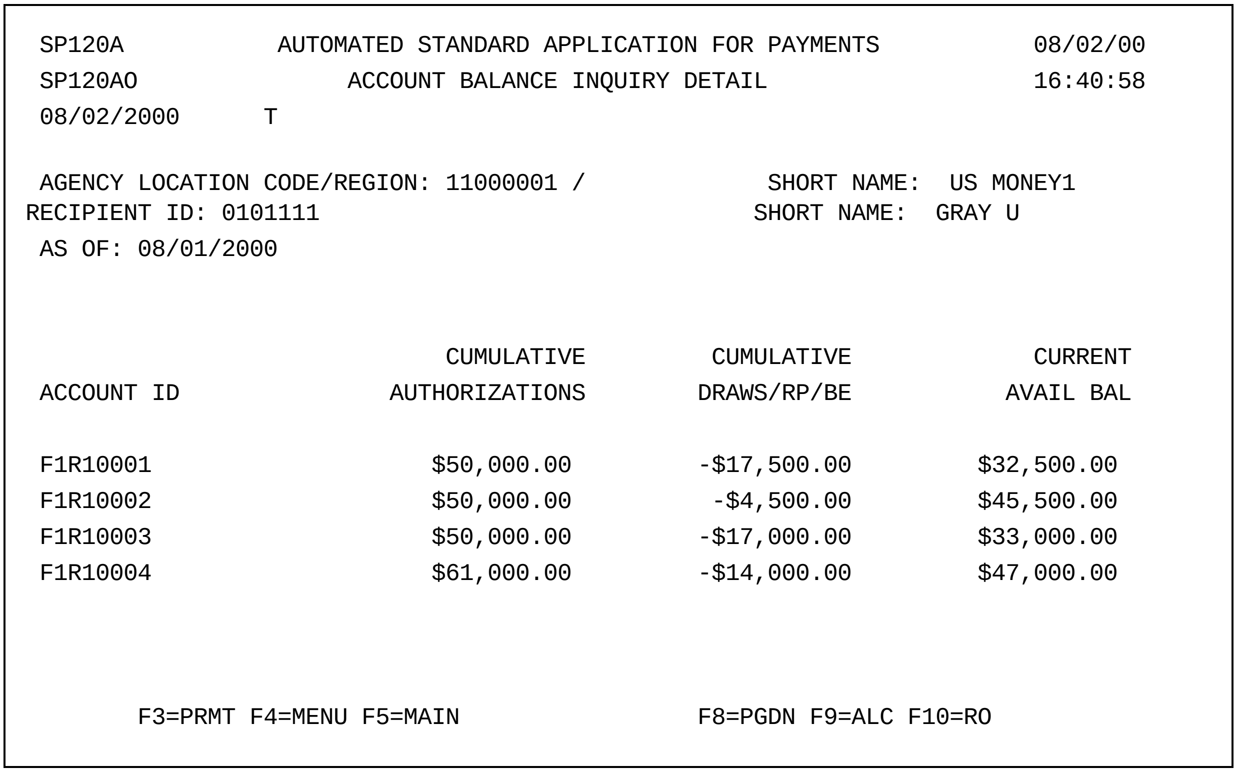
Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID field blank.



```
SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP115AO               ACCOUNT BALANCE INQUIRY PROMPT                  16:39:14
08/02/2000      T


REQUESTOR ID:  0101234                            SHORT NAME:  GRAY U

       ENTER:

AGENCY LOCATION CODE/REGION:  11000001  / __      SHORT NAME:

RECIPIENT ID: 0101111                             SHORT NAME:

ACCOUNT ID:  ____________________

AS OF: 08/01/2000   (MM/DD/CCYY)

               F4=MENU F5=MAIN
```

STEP 1: RESULT

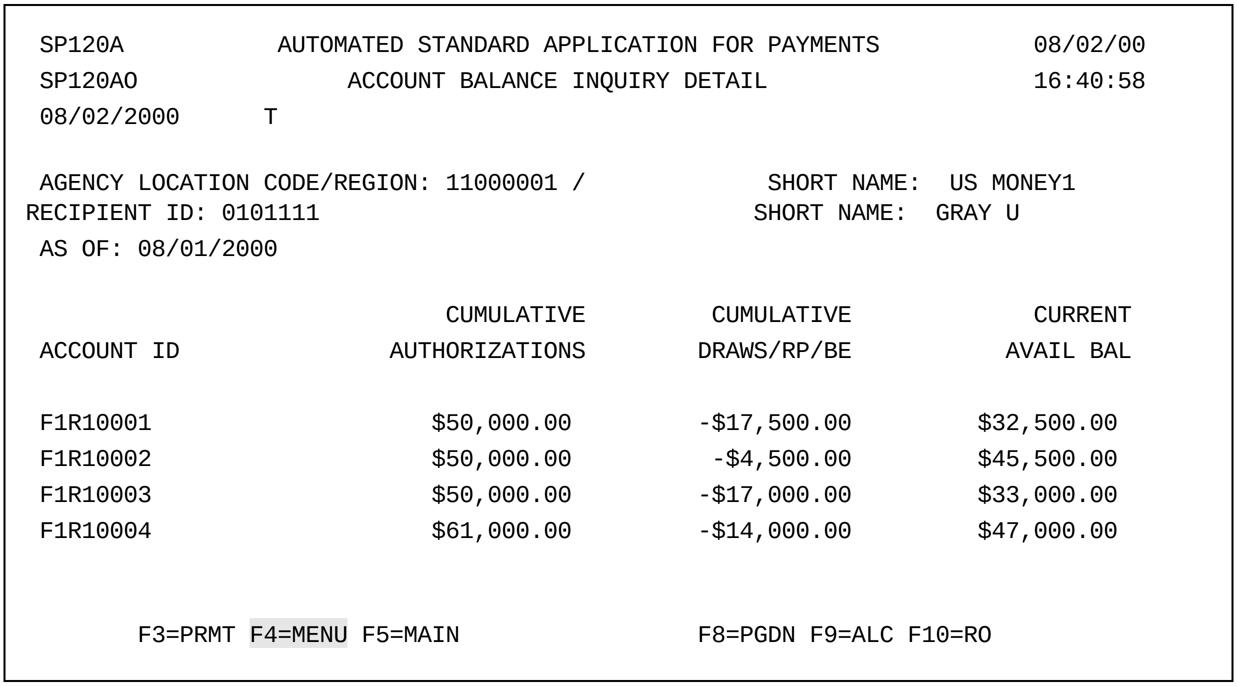
The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.



```
SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP120AO              ACCOUNT BALANCE INQUIRY DETAIL                   16:40:58
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
AS OF: 08/01/2000



                             CUMULATIVE         CUMULATIVE            CURRENT
ACCOUNT ID               AUTHORIZATIONS        DRAWS/RP/BE           AVAIL BAL

F1R10001                    $50,000.00        -$17,500.00         $32,500.00
F1R10002                    $50,000.00         -$4,500.00         $45,500.00
F1R10003                    $50,000.00        -$17,000.00         $33,000.00
F1R10004                    $61,000.00        -$14,000.00         $47,000.00



       F3=PRMT F4=MENU F5=MAIN                F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

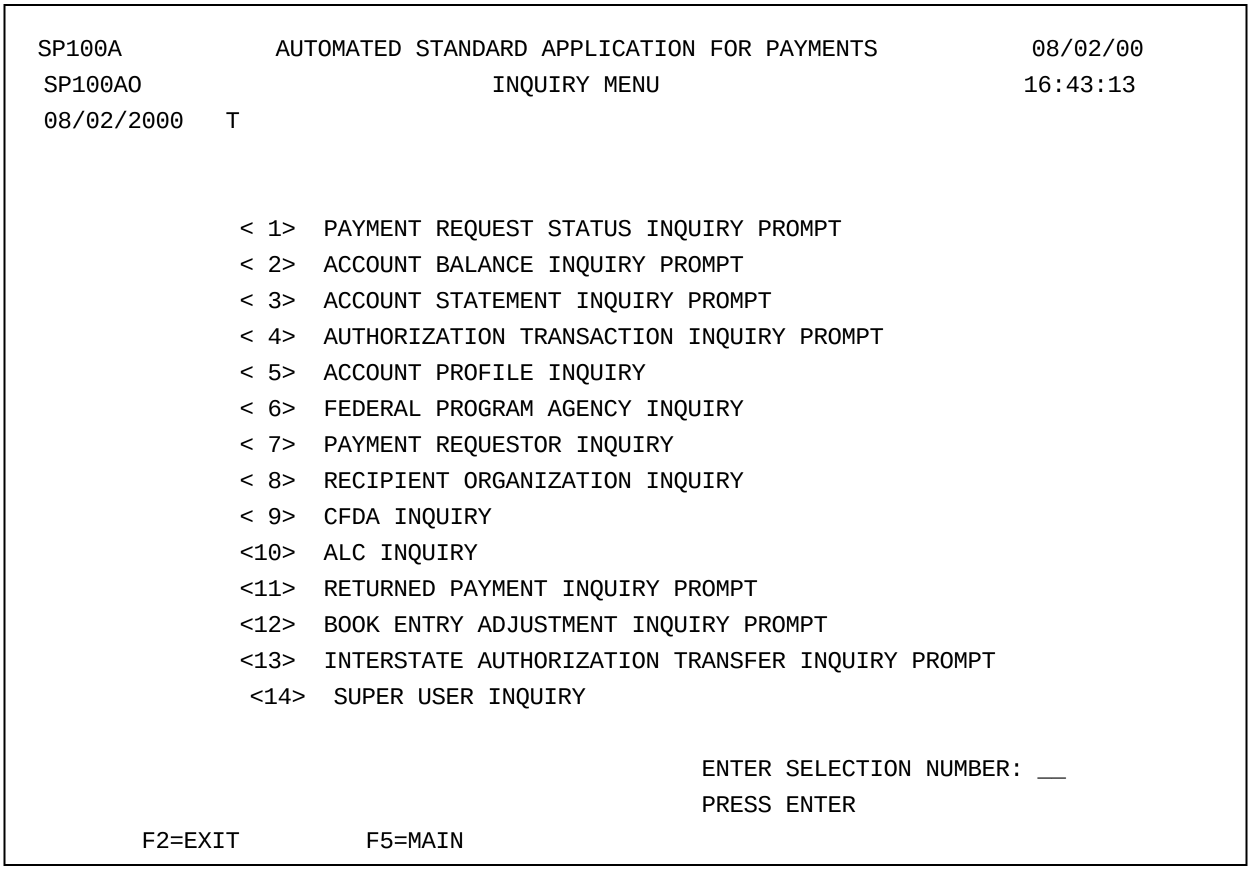
Press F4=MENU to return to the Inquiry Menu.



```
 SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP120AO              ACCOUNT BALANCE INQUIRY DETAIL                  16:40:58
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 AS OF: 08/01/2000

                             CUMULATIVE         CUMULATIVE            CURRENT
 ACCOUNT ID              AUTHORIZATIONS        DRAWS/RP/BE           AVAIL BAL

 F1R10001                    $50,000.00        -$17,500.00        $32,500.00
 F1R10002                    $50,000.00         -$4,500.00        $45,500.00
 F1R10003                    $50,000.00        -$17,000.00        $33,000.00
 F1R10004                    $61,000.00        -$14,000.00        $47,000.00


        F3=PRMT F4=MENU F5=MAIN                F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The Inquiry Menu appears.



```
 SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP100AO                         INQUIRY MENU                        16:43:13
 08/02/2000   T



              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
               <14>  SUPER USER INQUIRY

                                         ENTER SELECTION NUMBER: __
                                         PRESS ENTER
        F2=EXIT         F5=MAIN
```

SECTION 10.3

ACCOUNT STATEMENT INQUIRY

This feature allows you to display account statements for any of your ASAP accounts.

The account statement presents the beginning balance, ending balance, and transactions that affected the account′s available balance for a specified time period. You may request account statements for **any period of up to 93 calendar days** in the account′s history, provided the period does not extend beyond the current date. You may review the entire statement history for an account in 93-day increments, from the date of the first account activity up to the current date.

Transactions displayed include **applied authorizations** (increases and decreases), **approved payment requests including negative draws**, **book entry adjustments**, **cancellations** and **classified and reclassified returned payments** (increases and decreases). Account statement transactions appear in ascending order according to the **date and time at which the transactions updated the available balance**.

Authorization transactions that have altered the account's available balance are shown on the Account Statement as of the **applied date**. Authorization transactions effective on a future date will not appear on the Account Statement. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

A **payment transaction** is reflected on the Account Statement when the payment request is **approved**. Approved payment requests update the available balance immediately even if funds will be transferred via ACH. Negative draws and canceled payment requests appear as increases to the available balance.

Book Entry Adjustments, which move funds between ASAP accounts within a given Agency Location Code/Region, are also reflected in the Account Statement. Book entry adjustments appear according to the date on which the adjustment was posted.

Returned Payments are funds returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Statement on the date the returned payment was **classified or reclassified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Payments reclassified into an account will be in the increases column. Payments reclassified out of an account will be in the decreases column.

! The account statement may show a **negative balance** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- **Date From** and **To** - refer **only** to the dates on which a transaction **updated the available balance** for an ASAP Account. They do not necessarily mean "effective date" for authorizations or "settlement date" for payment requests.
- **Type** - This column on the account statement indicates the transaction type of an increase or decrease to the available balance. Values are:

  AU - applied authorization transactions
  PY - approved payment requests
  BE - posted book entry adjustments
  RP - classified returned payments
  CN - canceled payments

- **Effective Date** - For authorizations, this is the date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) on the date certified. For payment requests, this is the settlement date.
- **Applied Date** - For authorizations, this is the date on which the authorization affected the account balance. For payment requests, this is the date the request was approved in ASAP.
- If there are any **Warehoused authorization(s)** for the account being viewed, a message appears at the bottom of the screen informing the user of that fact.
- **Account Detail ID** - associated with Control Accounts. It may represent projects or programs within the grant. The grantee will be required to draw at the account detail level, thus providing the Agency with more specific information on how grant funds are being expended.

HOW TO BUILD YOUR INQUIRY

Data must be entered in the Account ID field, ALC/Region field, Recipient ID field and the From and To Dates field in order to build an account statement inquiry. The Account Detail ID field may be completed to view activity by account detail for control accounts. If the Account Detail ID is entered, beginning and ending account balances are not displayed and only transactions related to the account detail are displayed.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Statement Inquiry feature.

There is only one example in this section, and all users should complete the steps in this example.

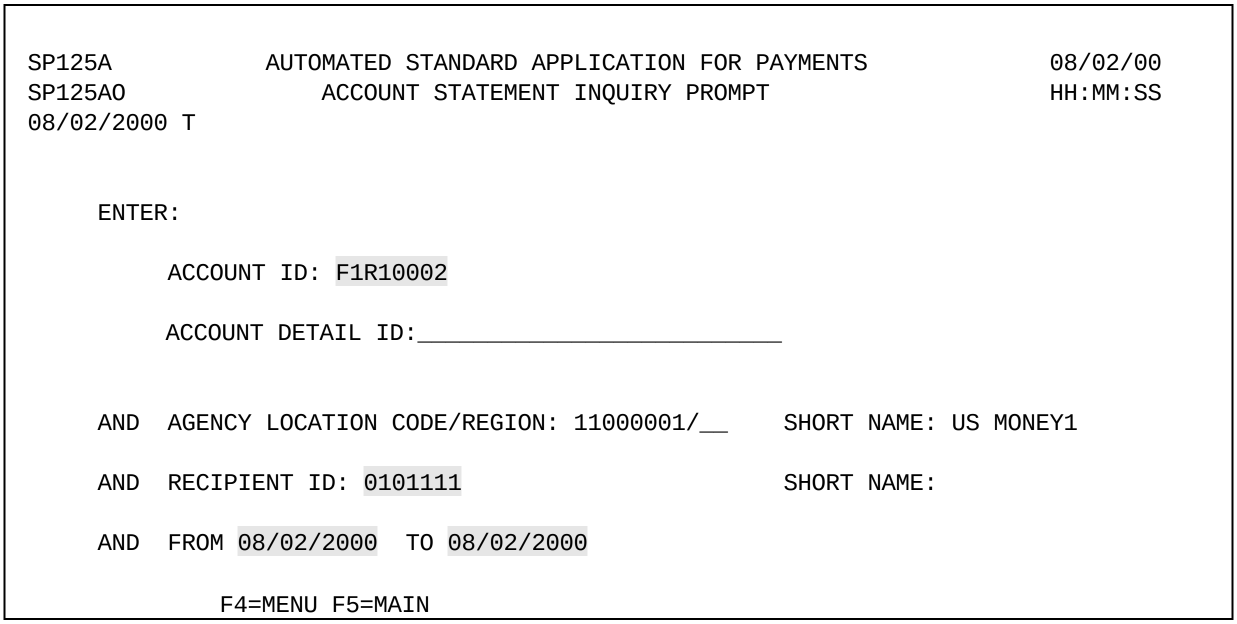
EXAMPLE

Use the Account Statement Inquiry feature to inquire on your account statement transactions.

- One Account ID
- One Recipient ID
- Date Range

STEP 1: ACTION

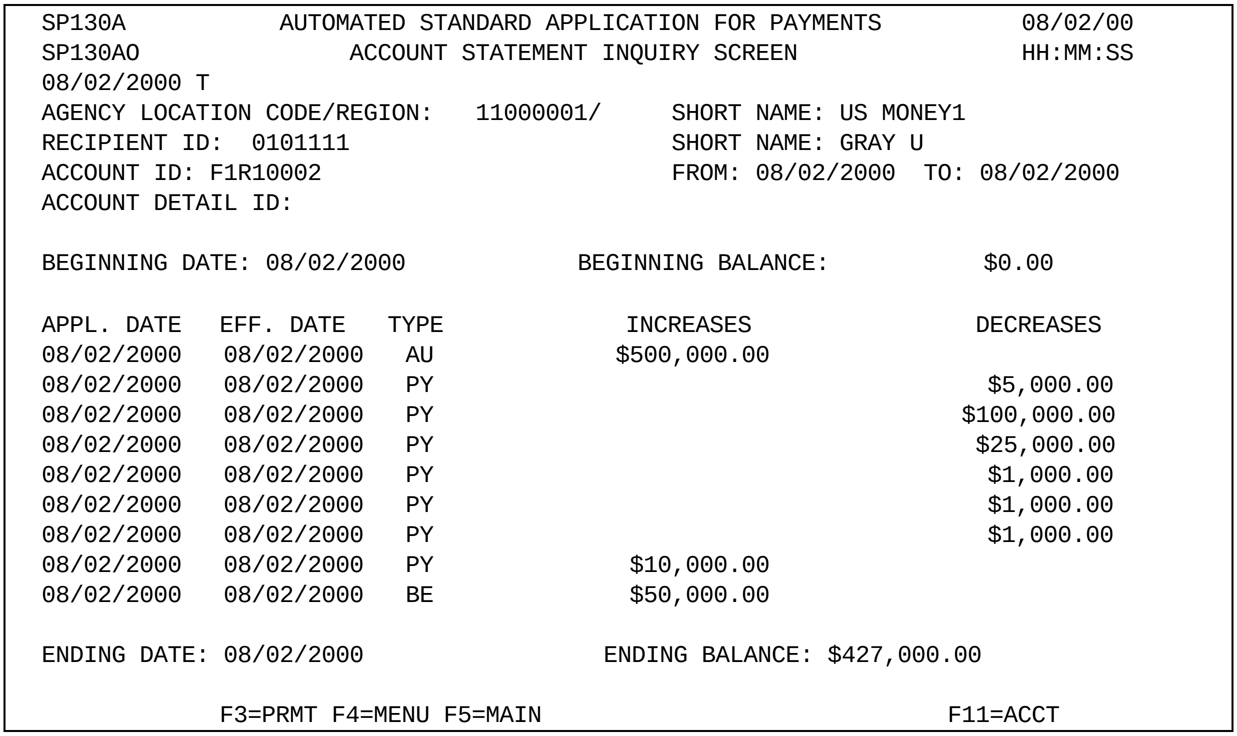
After selecting menu option 3 from the Inquiry Menu, you will see the Account Statement Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter.



```
SP125A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP125AO             ACCOUNT STATEMENT INQUIRY PROMPT                    HH:MM:SS
08/02/2000 T


     ENTER:

          ACCOUNT ID: F1R10002

          ACCOUNT DETAIL ID:__________________________


     AND  AGENCY LOCATION CODE/REGION: 11000001/__    SHORT NAME: US MONEY1

     AND  RECIPIENT ID: 0101111                       SHORT NAME:

     AND  FROM 08/02/2000  TO 08/02/2000

              F4=MENU F5=MAIN
```

STEP 1: RESULT

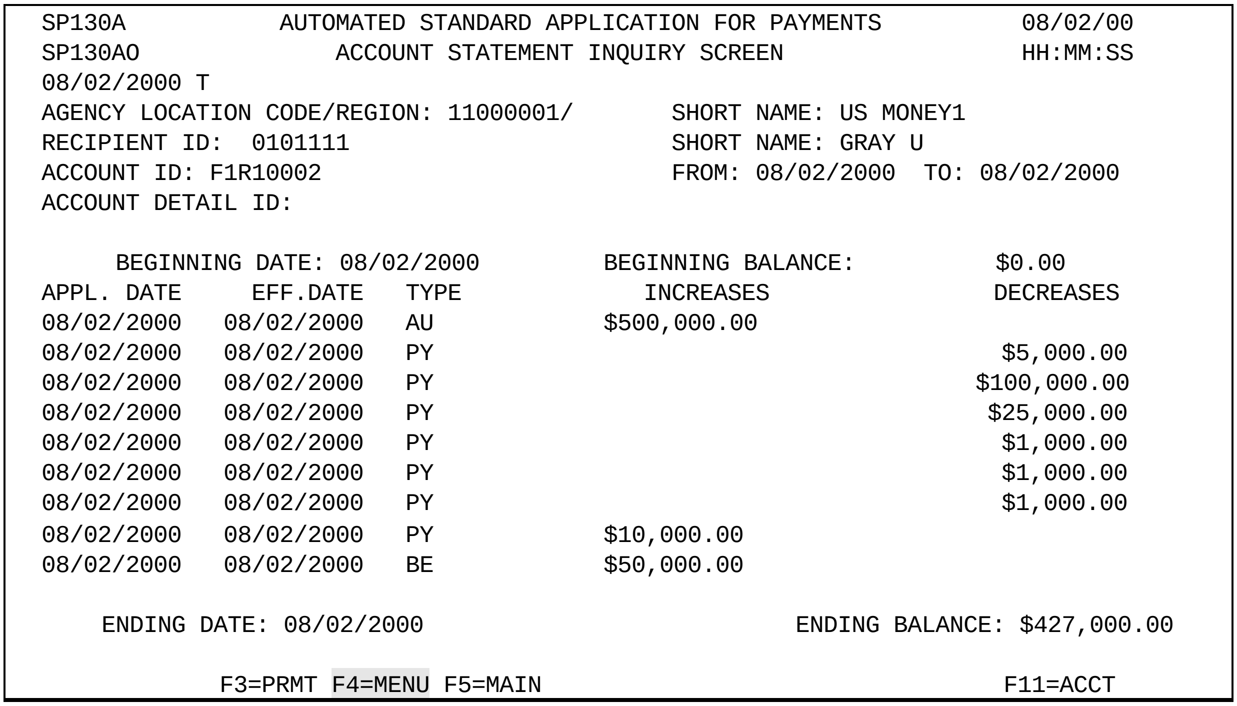
The following screen appears showing all account statement transactions for the criteria specified on the prompt screen.



```
SP130A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP130AO              ACCOUNT STATEMENT INQUIRY SCREEN                HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION:   11000001/     SHORT NAME: US MONEY1
RECIPIENT ID:  0101111                       SHORT NAME: GRAY U
ACCOUNT ID: F1R10002                         FROM: 08/02/2000  TO: 08/02/2000
ACCOUNT DETAIL ID:

BEGINNING DATE: 08/02/2000            BEGINNING BALANCE:           $0.00

APPL. DATE   EFF. DATE   TYPE             INCREASES                DECREASES
08/02/2000   08/02/2000   AU            $500,000.00
08/02/2000   08/02/2000   PY                                        $5,000.00
08/02/2000   08/02/2000   PY                                      $100,000.00
08/02/2000   08/02/2000   PY                                       $25,000.00
08/02/2000   08/02/2000   PY                                        $1,000.00
08/02/2000   08/02/2000   PY                                        $1,000.00
08/02/2000   08/02/2000   PY                                        $1,000.00
08/02/2000   08/02/2000   PY             $10,000.00
08/02/2000   08/02/2000   BE             $50,000.00

ENDING DATE: 08/02/2000                ENDING BALANCE: $427,000.00

             F3=PRMT F4=MENU F5=MAIN                           F11=ACCT
```

STEP 2: ACTION

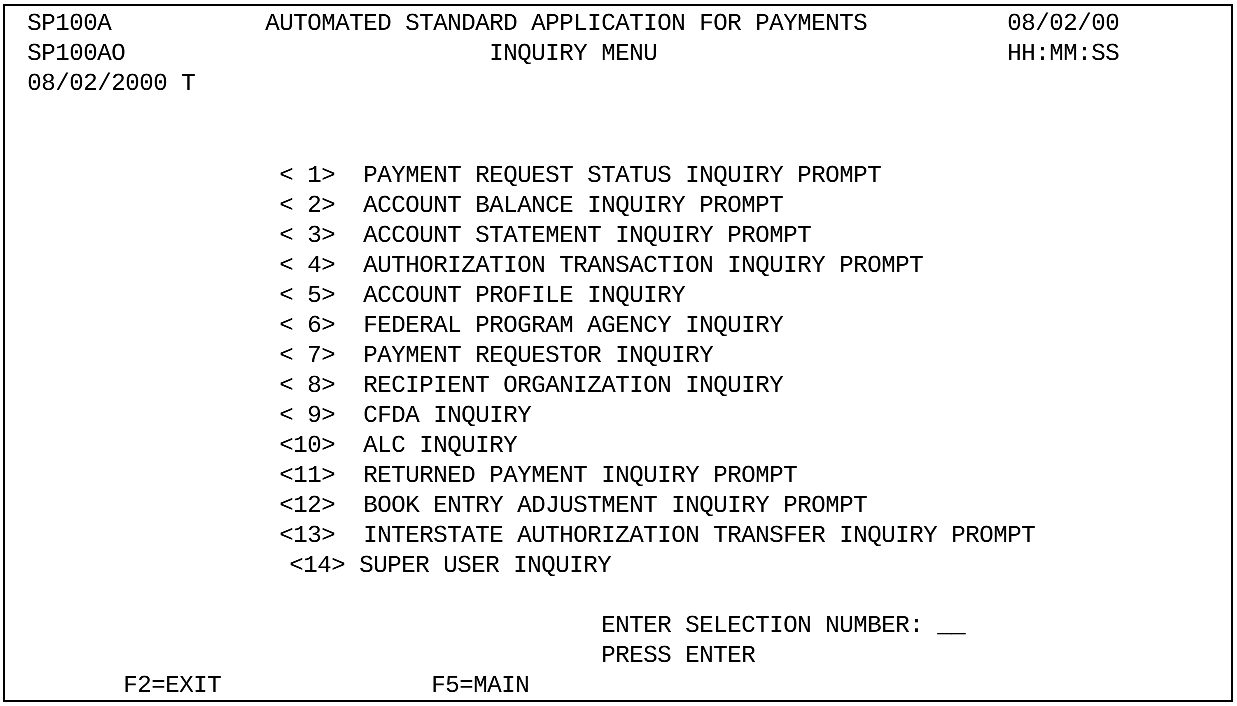
Press F4=MENU to return to the Inquiry Menu.



```
SP130A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP130AO             ACCOUNT STATEMENT INQUIRY SCREEN                 HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/       SHORT NAME: US MONEY1
RECIPIENT ID:  0101111                       SHORT NAME: GRAY U
ACCOUNT ID: F1R10002                         FROM: 08/02/2000  TO: 08/02/2000
ACCOUNT DETAIL ID:

     BEGINNING DATE: 08/02/2000         BEGINNING BALANCE:          $0.00
APPL. DATE     EFF.DATE   TYPE             INCREASES                DECREASES
08/02/2000   08/02/2000   AU            $500,000.00
08/02/2000   08/02/2000   PY                                         $5,000.00
08/02/2000   08/02/2000   PY                                       $100,000.00
08/02/2000   08/02/2000   PY                                        $25,000.00
08/02/2000   08/02/2000   PY                                         $1,000.00
08/02/2000   08/02/2000   PY                                         $1,000.00
08/02/2000   08/02/2000   PY                                         $1,000.00
08/02/2000   08/02/2000   PY            $10,000.00
08/02/2000   08/02/2000   BE            $50,000.00

    ENDING DATE: 08/02/2000                          ENDING BALANCE: $427,000.00

             F3=PRMT F4=MENU F5=MAIN                               F11=ACCT
```

STEP 2: RESULT

The Inquiry Menu appears.



```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP100AO                         INQUIRY MENU                         HH:MM:SS
08/02/2000 T



                  < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                  < 2>  ACCOUNT BALANCE INQUIRY PROMPT
                  < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
                  < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                  < 5>  ACCOUNT PROFILE INQUIRY
                  < 6>  FEDERAL PROGRAM AGENCY INQUIRY
                  < 7>  PAYMENT REQUESTOR INQUIRY
                  < 8>  RECIPIENT ORGANIZATION INQUIRY
                  < 9>  CFDA INQUIRY
                  <10>  ALC INQUIRY
                  <11>  RETURNED PAYMENT INQUIRY PROMPT
                  <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                  <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                   <14> SUPER USER INQUIRY

                                         ENTER SELECTION NUMBER: __
                                         PRESS ENTER
        F2=EXIT               F5=MAIN
```

SECTION 10.4
AUTHORIZATION TRANSACTION INQUIRY

This feature allows you to display information on all authorization transactions affecting your ASAP Accounts in a specified date range.

The user may inquire on all authorizations **entered** during the date range specified, regardless of whether the authorizations became effective during that time. The prompt screen can be used to specify one or more accounts. Based upon the criteria specified on the prompt screen, the AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN is displayed. The user may select an authorization transaction from the summary screen on which to view detailed information.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature.

Authorization Date - Date that authorization was entered into system. Range is less than or equal to 93 days.

Effective Date - The date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) on the date certified. See "Applied Date".

Applied Date - The applied date for authorization transactions is the date in which the authorization affected the account balance. This is usually the date on which the Federal Agency certified the authorization.

STA - Indicates the status of each authorization upon posting: "A" for applied, "U" for uncertified, "W" for warehoused and “R” for rejected.

I/D - Indicates whether the authorization amount is an increase (I), or a decrease (D).

HOW TO BUILD YOUR INQUIRY

In order to view the authorization information for an ASAP account, you must specify a valid combination of:
the **Agency Location Code/ Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Authorization Date To - From** - used to identify the date range the funds were authorized.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Authorization Transaction Inquiry feature. Review the following example.

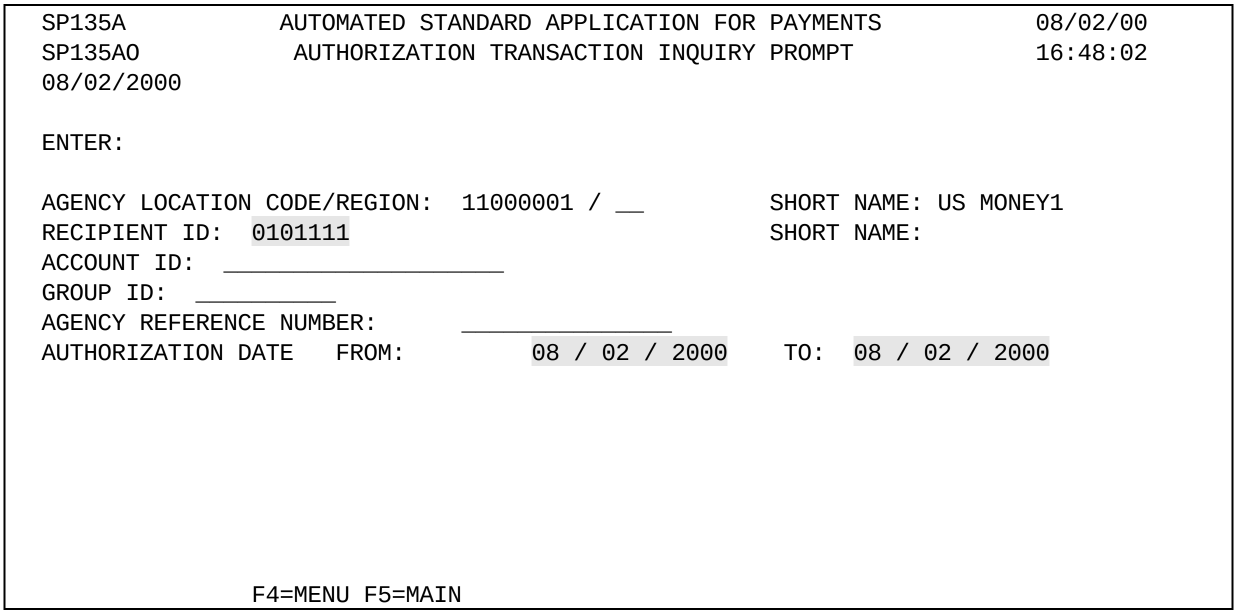
EXAMPLE

Use the Authorization Transaction Inquiry feature to inquire on the authorized transactions made for a specific Recipient Organization - Federal Agency combination.

- One Recipient Organization
- Multiple Accounts

STEP 1: ACTION

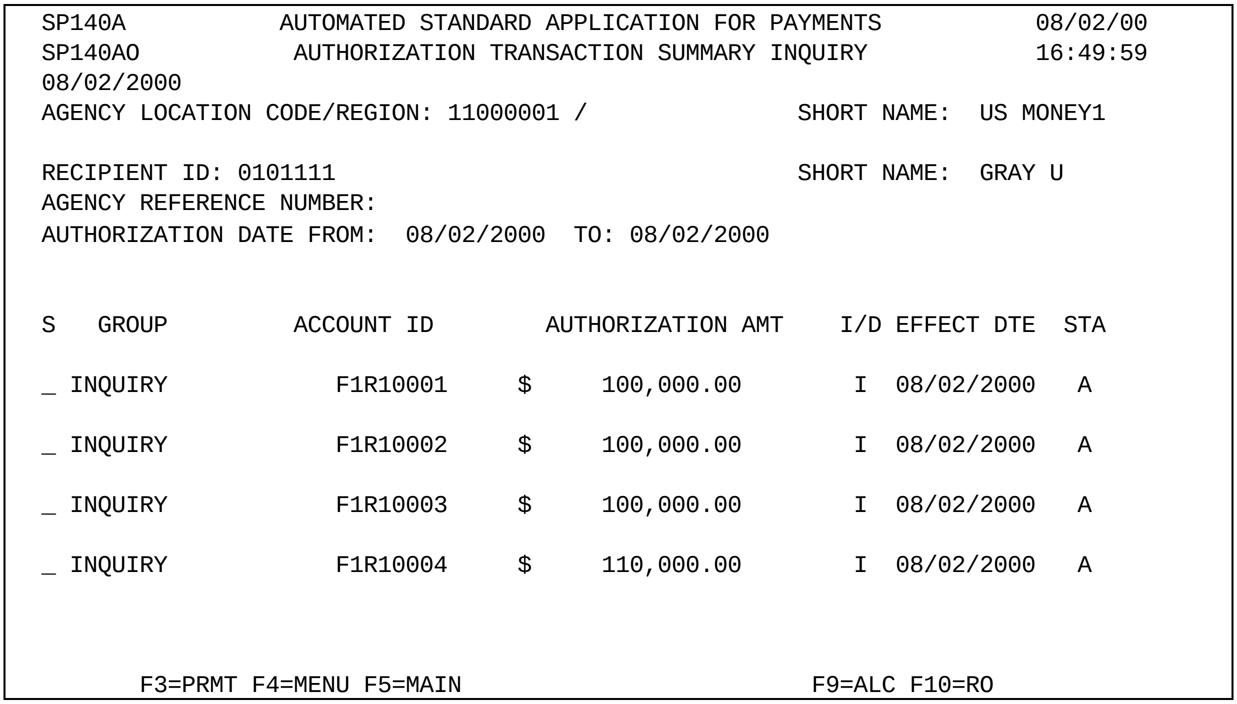
After selecting menu option 4 from the Inquiry Menu, you will see the Authorization Transaction Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.



```
SP135A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP135AO           AUTHORIZATION TRANSACTION INQUIRY PROMPT             16:48:02
08/02/2000

ENTER:

AGENCY LOCATION CODE/REGION:  11000001 / __         SHORT NAME: US MONEY1
RECIPIENT ID:  0101111                              SHORT NAME:
ACCOUNT ID:  ____________________
GROUP ID:  __________
AGENCY REFERENCE NUMBER:      _______________
AUTHORIZATION DATE   FROM:         08 / 02 / 2000    TO:  08 / 02 / 2000






               F4=MENU F5=MAIN
```

STEP 1: RESULT

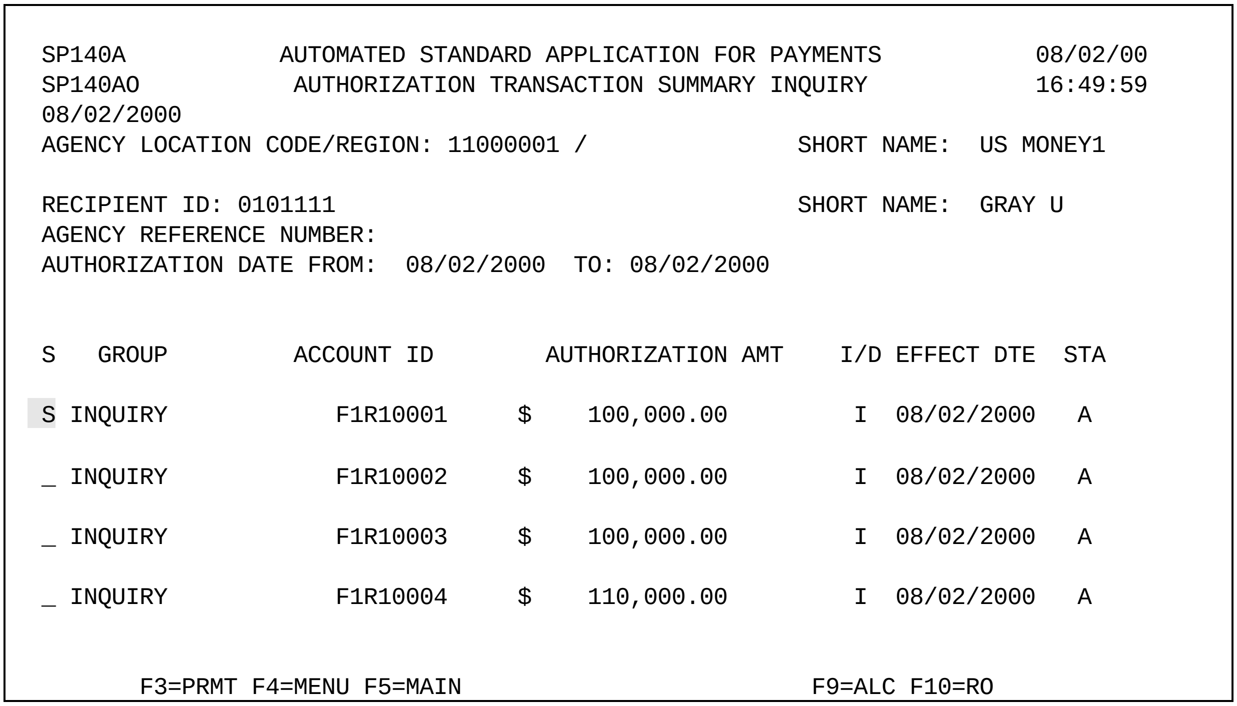
The following screen appears with all the Authorization Transaction Summary information for the criteria specified on the prompt screen.



```
SP140A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP140AO           AUTHORIZATION TRANSACTION SUMMARY INQUIRY            16:49:59
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1

RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


S   GROUP         ACCOUNT ID        AUTHORIZATION AMT    I/D EFFECT DTE  STA

_ INQUIRY            F1R10001     $     100,000.00        I  08/02/2000   A

_ INQUIRY            F1R10002     $     100,000.00        I  08/02/2000   A

_ INQUIRY            F1R10003     $     100,000.00        I  08/02/2000   A

_ INQUIRY            F1R10004     $     110,000.00        I  08/02/2000   A



       F3=PRMT F4=MENU F5=MAIN                         F9=ALC F10=RO
```

STEP 2: ACTION

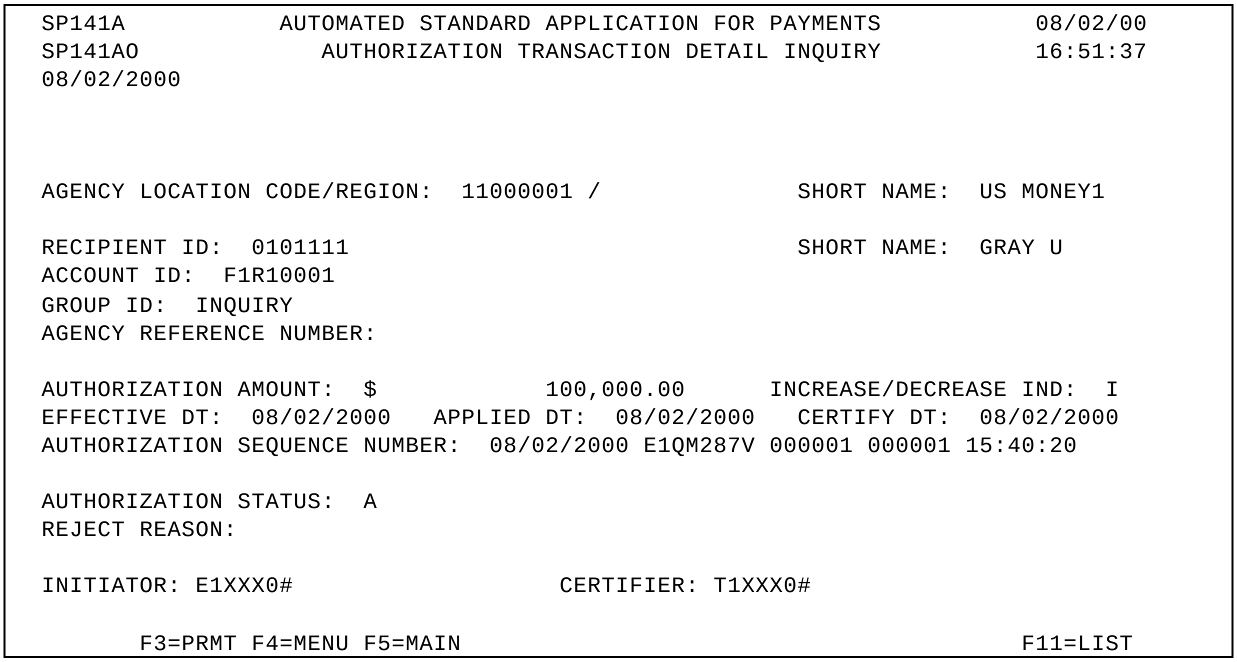
Type the letter S in the select field next to the authorization transaction for which you want to see detailed information and press Enter.



```
SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP140AO          AUTHORIZATION TRANSACTION SUMMARY INQUIRY           16:49:59
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1

RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


S   GROUP         ACCOUNT ID        AUTHORIZATION AMT    I/D EFFECT DTE  STA

S INQUIRY            F1R10001     $    100,000.00         I  08/02/2000   A

_ INQUIRY            F1R10002     $    100,000.00         I  08/02/2000   A

_ INQUIRY            F1R10003     $    100,000.00         I  08/02/2000   A

_ INQUIRY            F1R10004     $    110,000.00         I  08/02/2000   A


       F3=PRMT F4=MENU F5=MAIN                         F9=ALC F10=RO
```

STEP 2: RESULT

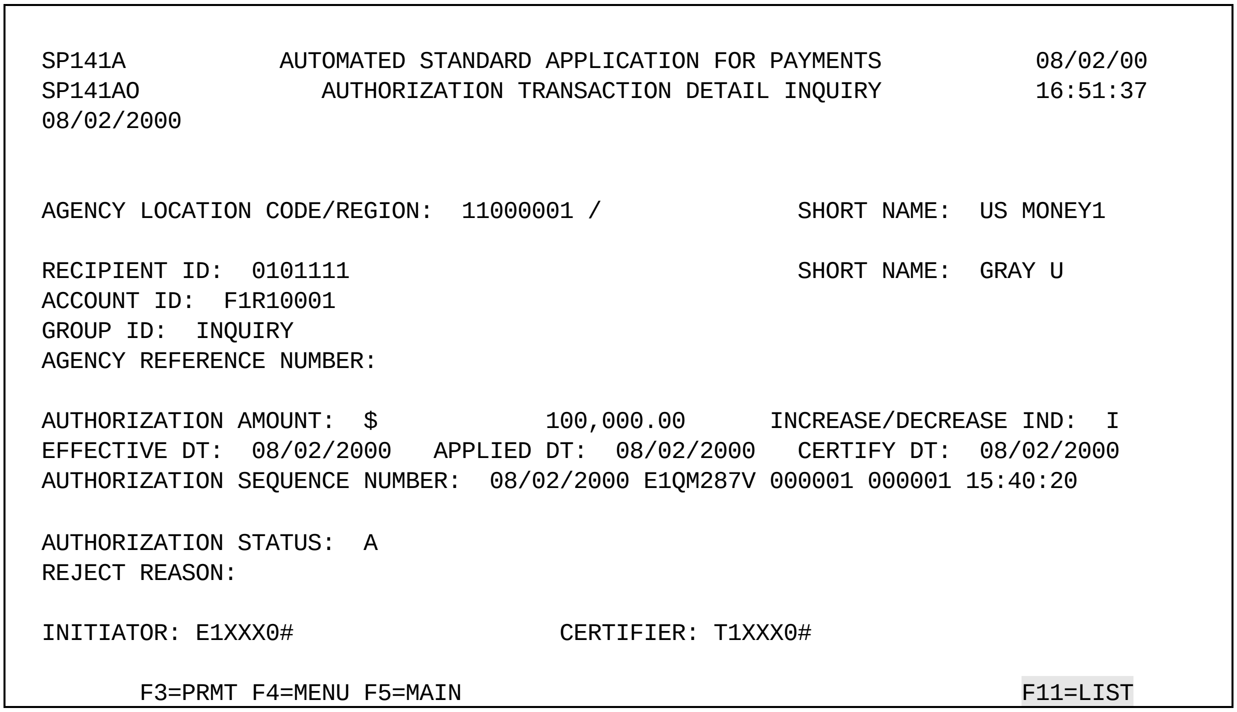
The following screen appears with the detailed information for the selected authorization transaction.



```
SP141A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP141AO            AUTHORIZATION TRANSACTION DETAIL INQUIRY          16:51:37
08/02/2000



AGENCY LOCATION CODE/REGION:  11000001 /             SHORT NAME:  US MONEY1

RECIPIENT ID:  0101111                               SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10001
GROUP ID:  INQUIRY
AGENCY REFERENCE NUMBER:

AUTHORIZATION AMOUNT:  $           100,000.00      INCREASE/DECREASE IND:  I
EFFECTIVE DT:  08/02/2000   APPLIED DT:  08/02/2000   CERTIFY DT:  08/02/2000
AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1QM287V 000001 000001 15:40:20

AUTHORIZATION STATUS:  A
REJECT REASON:

INITIATOR: E1XXX0#                   CERTIFIER: T1XXX0#

       F3=PRMT F4=MENU F5=MAIN                                F11=LIST
```

STEP 3: ACTION

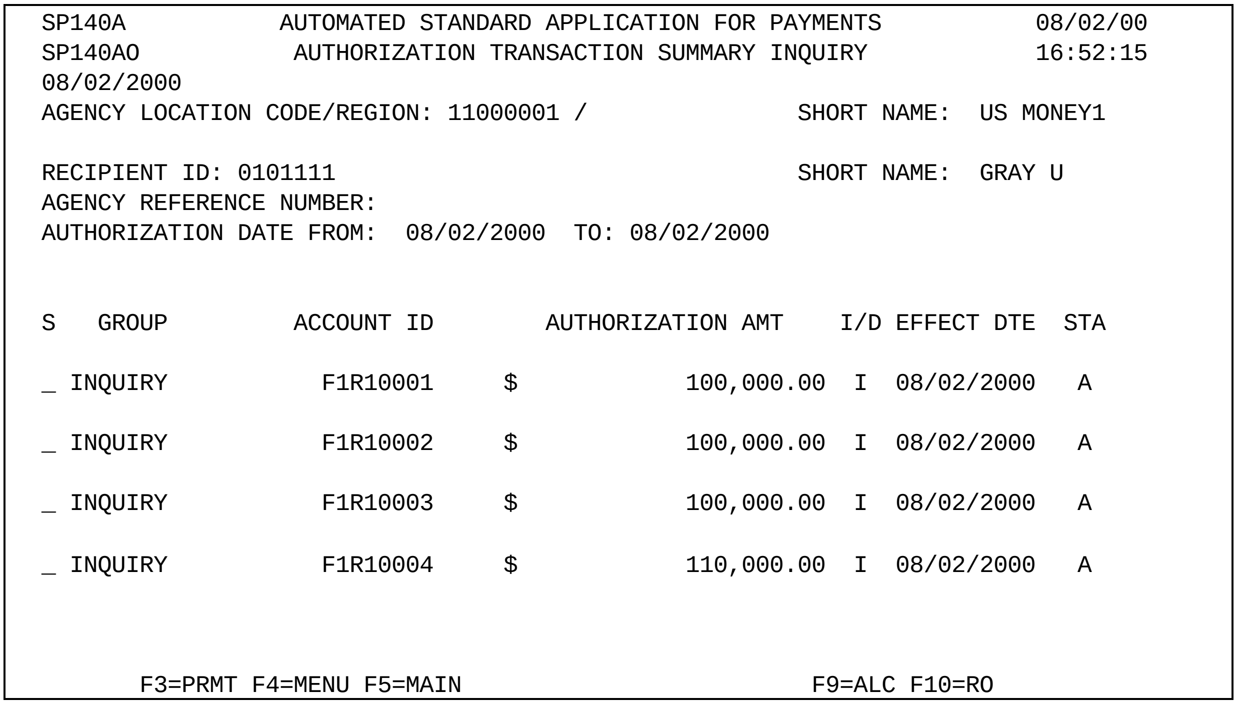
Press F11=LIST to return to the Authorization Summary Inquiry screen.



```
SP141A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP141AO             AUTHORIZATION TRANSACTION DETAIL INQUIRY           16:51:37
08/02/2000


AGENCY LOCATION CODE/REGION:  11000001 /             SHORT NAME:  US MONEY1

RECIPIENT ID:  0101111                               SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10001
GROUP ID:  INQUIRY
AGENCY REFERENCE NUMBER:

AUTHORIZATION AMOUNT:  $           100,000.00      INCREASE/DECREASE IND:  I
EFFECTIVE DT:  08/02/2000   APPLIED DT:  08/02/2000   CERTIFY DT:  08/02/2000
AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1QM287V 000001 000001 15:40:20

AUTHORIZATION STATUS:  A
REJECT REASON:

INITIATOR: E1XXX0#                   CERTIFIER: T1XXX0#

       F3=PRMT F4=MENU F5=MAIN                                       F11=LIST
```

STEP 3: RESULT

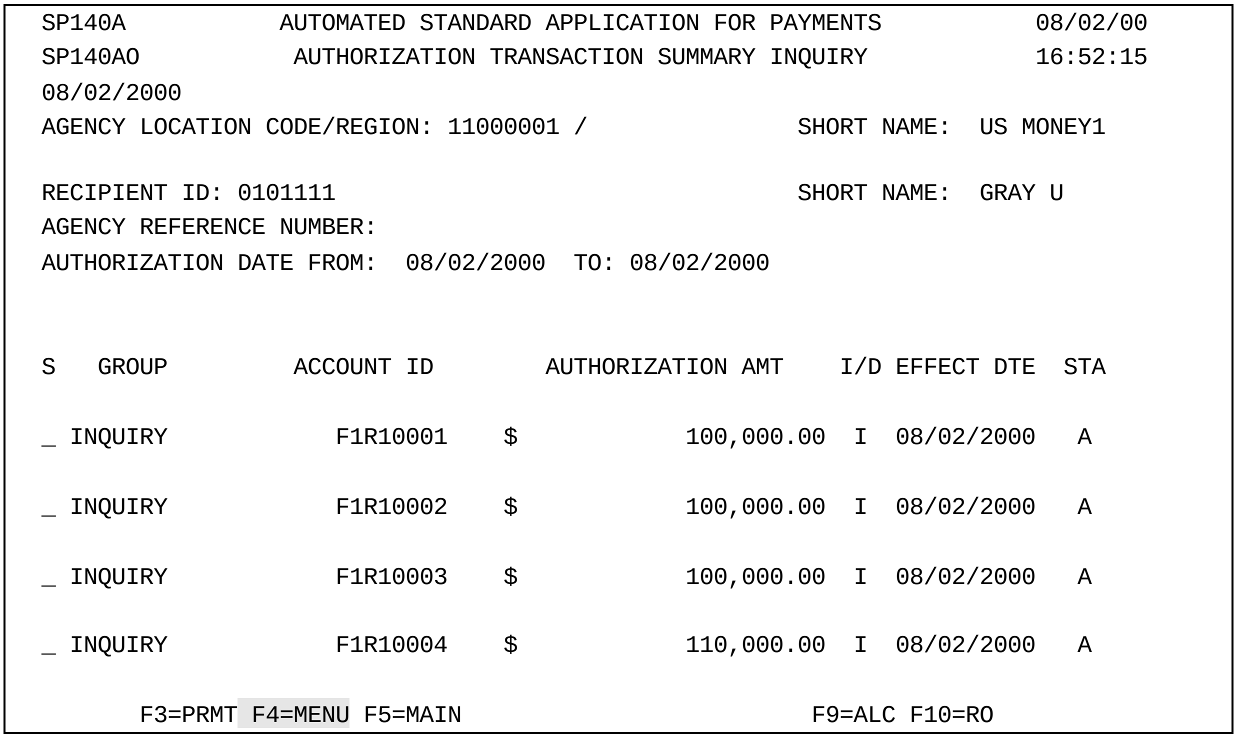
The following screen appears, allowing for the selection of another transaction.



```
SP140A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP140AO           AUTHORIZATION TRANSACTION SUMMARY INQUIRY            16:52:15
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1

RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


S   GROUP         ACCOUNT ID       AUTHORIZATION AMT    I/D EFFECT DTE  STA

_ INQUIRY           F1R10001     $           100,000.00  I  08/02/2000   A

_ INQUIRY           F1R10002     $           100,000.00  I  08/02/2000   A

_ INQUIRY           F1R10003     $           100,000.00  I  08/02/2000   A

_ INQUIRY           F1R10004     $           110,000.00  I  08/02/2000   A



       F3=PRMT F4=MENU F5=MAIN                        F9=ALC F10=RO
```

STEP 4: ACTION

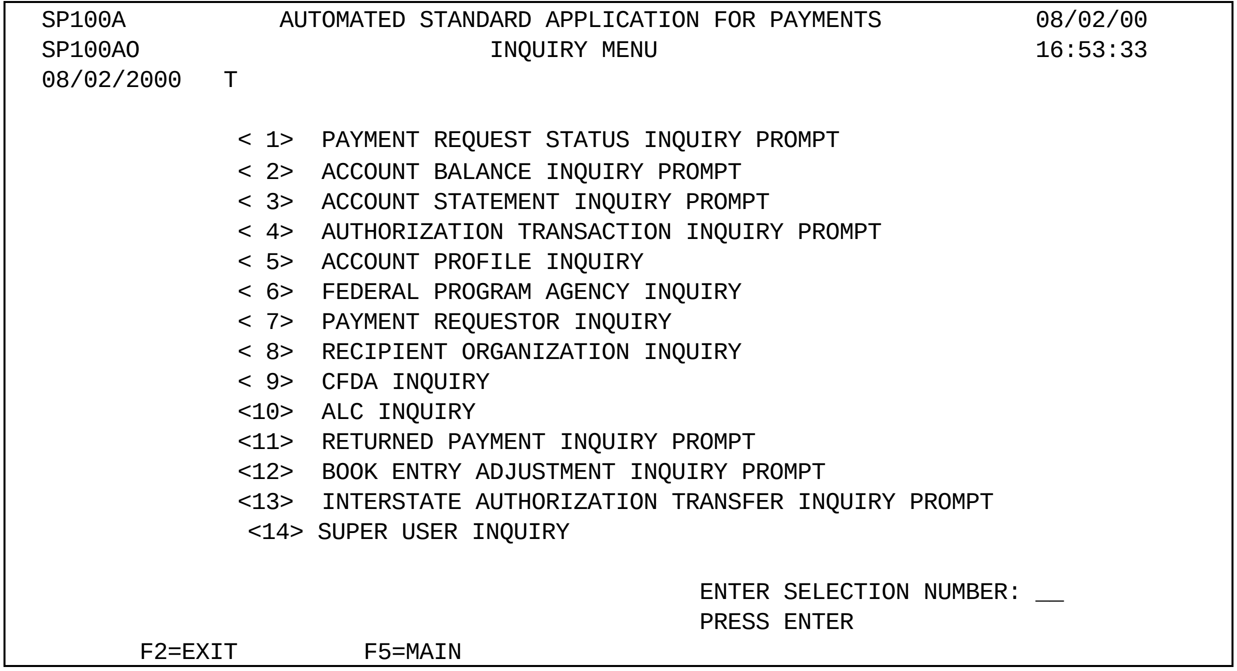
Press F4=MENU to return to the Inquiry Menu.



```
SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP140AO          AUTHORIZATION TRANSACTION SUMMARY INQUIRY           16:52:15
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY1

RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


S   GROUP         ACCOUNT ID        AUTHORIZATION AMT    I/D EFFECT DTE  STA

_ INQUIRY            F1R10001    $          100,000.00  I  08/02/2000   A

_ INQUIRY            F1R10002    $          100,000.00  I  08/02/2000   A

_ INQUIRY            F1R10003    $          100,000.00  I  08/02/2000   A

_ INQUIRY            F1R10004    $          110,000.00  I  08/02/2000   A

       F3=PRMT F4=MENU F5=MAIN                       F9=ALC F10=RO
```

STEP 4: RESULT

The Inquiry Menu appears.



```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP100AO                       INQUIRY MENU                           16:53:33
08/02/2000   T

              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
               <14> SUPER USER INQUIRY

                                               ENTER SELECTION NUMBER: __
                                               PRESS ENTER
       F2=EXIT        F5=MAIN
```

SECTION 10.5

ACCOUNT PROFILE INQUIRY

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

< the **Agency Location Code / Region** of the Federal Agency providing funds,

< the **Recipient ID** of the Recipient Organization using the funds, and

< the **Account ID** used to identify and track the funds.

SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

< **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.

< **Account Status Indicator** - There are three possible Account Statuses:

Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

- **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.

- **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.

- **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a Control Account, account details may be seen by pressing F9=DTL. If the account is not a Control Account, F9=DTL will not be displayed.

- **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.

- **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.

- **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.

- **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.

- **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).

- **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.

- **Create Date** - the date stamp assigned by the system when the account profile is created.

- **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

- **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease authorizations.

- **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.

- **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.

- **Book Entry Adjustment (ALLOW BE ADJ)** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.

- **Agency Review/Maximum Draw Amounts** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

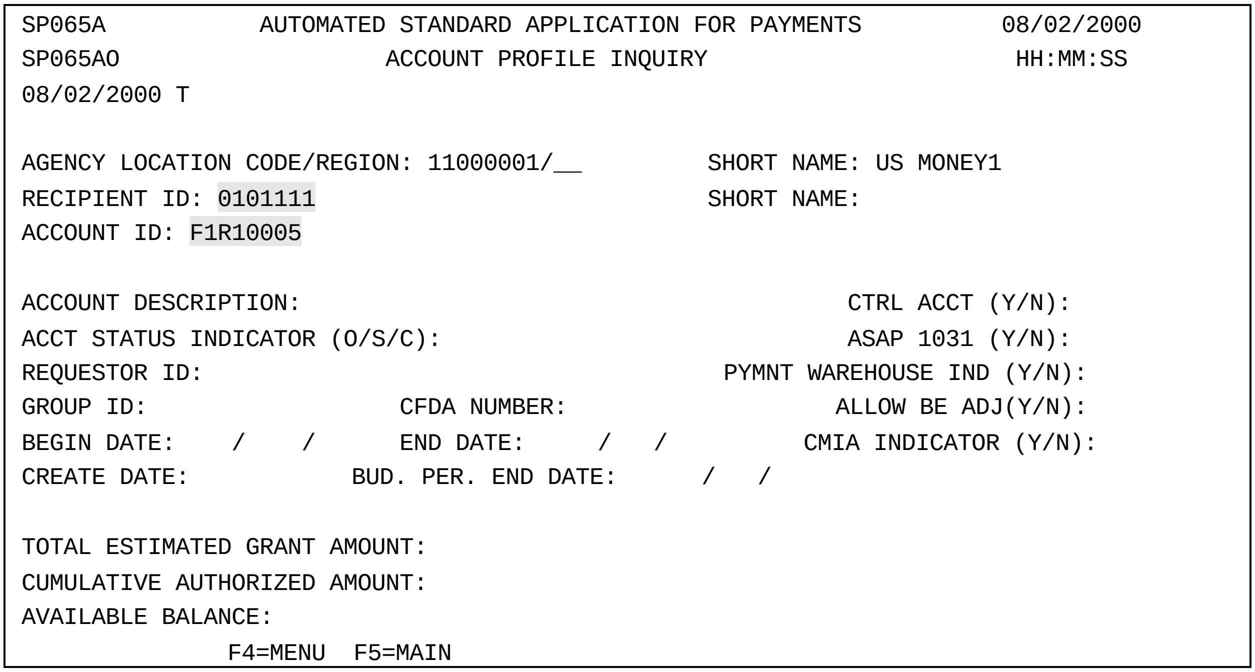
EXAMPLE ONE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- One Recipient ID
- Account ID

STEP 1: ACTION

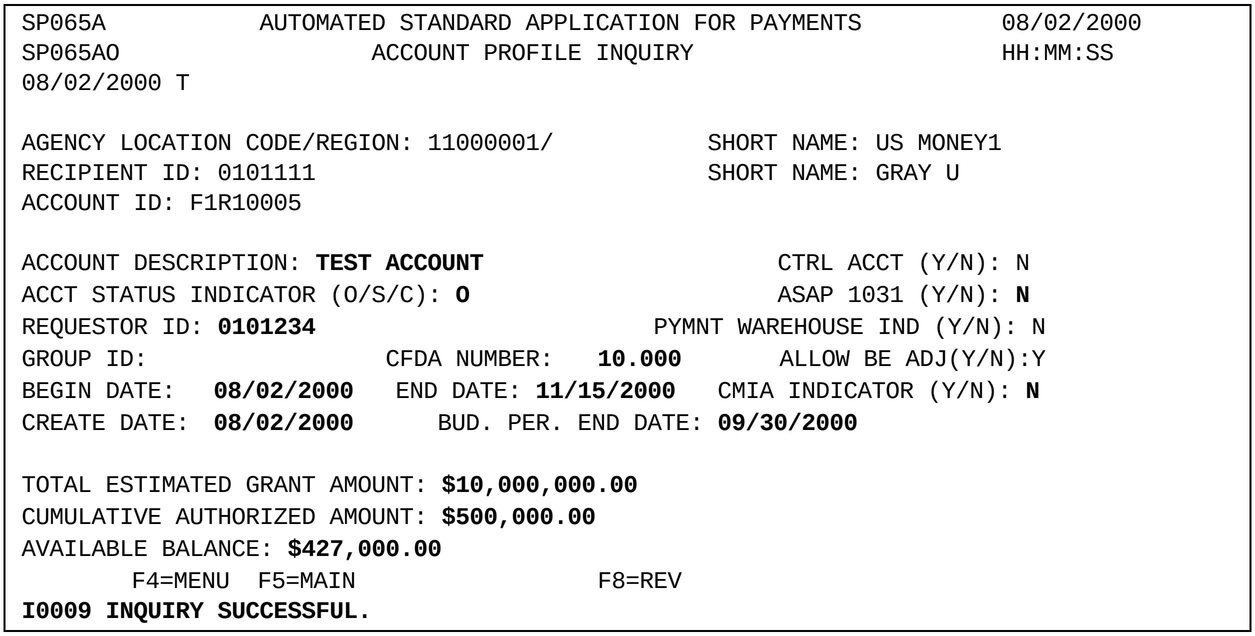
After selecting menu option 5 from the Inquiry Menu, you will see the Account Profile Inquiry screen. Fill in the three fields as shown below and press Enter.



```
SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/2000
SP065AO                   ACCOUNT PROFILE INQUIRY                      HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001/__         SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME:
ACCOUNT ID: F1R10005

ACCOUNT DESCRIPTION:                                       CTRL ACCT (Y/N):
ACCT STATUS INDICATOR (O/S/C):                             ASAP 1031 (Y/N):
REQUESTOR ID:                                     PYMNT WAREHOUSE IND (Y/N):
GROUP ID:                  CFDA NUMBER:                   ALLOW BE ADJ(Y/N):
BEGIN DATE:    /    /      END DATE:     /   /          CMIA INDICATOR (Y/N):
CREATE DATE:            BUD. PER. END DATE:      /   /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
               F4=MENU  F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the specified account displayed. You will remain on this screen to proceed to the next example.



```
SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/2000
SP065AO                  ACCOUNT PROFILE INQUIRY                      HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001/           SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
ACCOUNT ID: F1R10005

ACCOUNT DESCRIPTION: TEST ACCOUNT                     CTRL ACCT (Y/N): N
ACCT STATUS INDICATOR (O/S/C): O                      ASAP 1031 (Y/N): N
REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N): N
GROUP ID:                 CFDA NUMBER:   10.000       ALLOW BE ADJ(Y/N):Y
BEGIN DATE:   08/02/2000   END DATE: 11/15/2000   CMIA INDICATOR (Y/N): N
CREATE DATE:  08/02/2000      BUD. PER. END DATE: 09/30/2000

TOTAL ESTIMATED GRANT AMOUNT: $10,000,000.00
CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
AVAILABLE BALANCE: $427,000.00
        F4=MENU  F5=MAIN                 F8=REV
I0009 INQUIRY SUCCESSFUL.
```

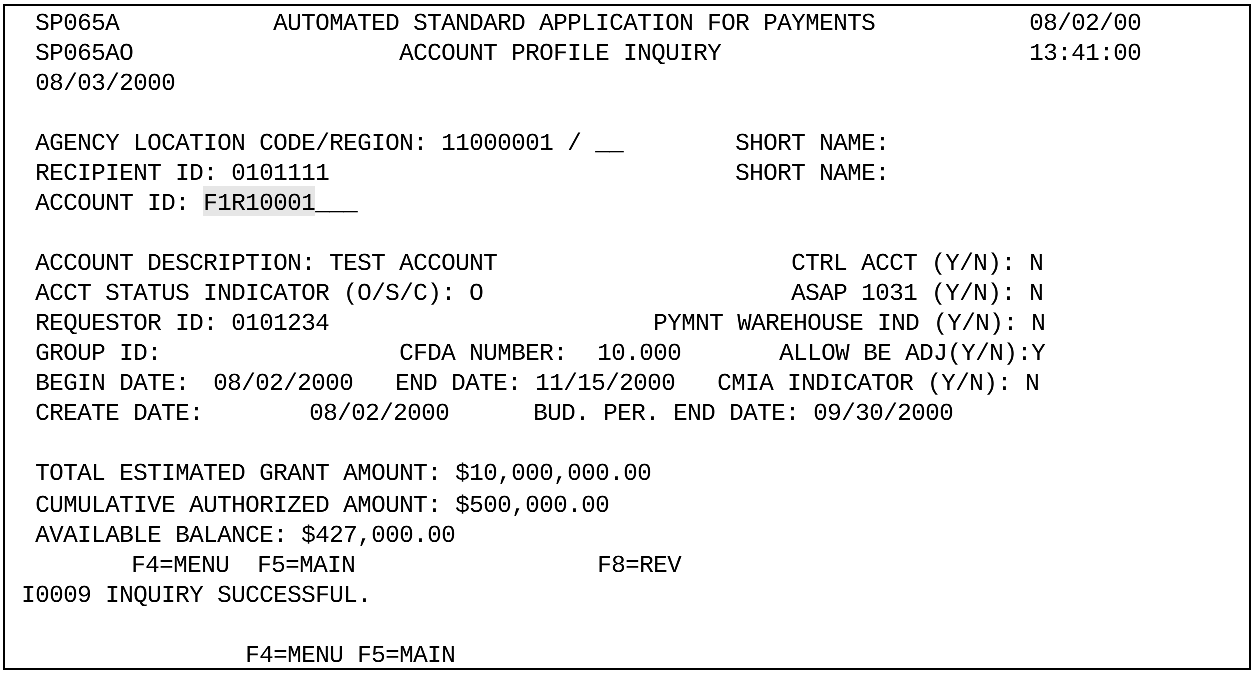
EXAMPLE TWO

Use the Account Profile Inquiry to view the profile of an ASAP Control Account.

- One Recipient ID
- Account ID for Control Account

STEP 1: ACTION

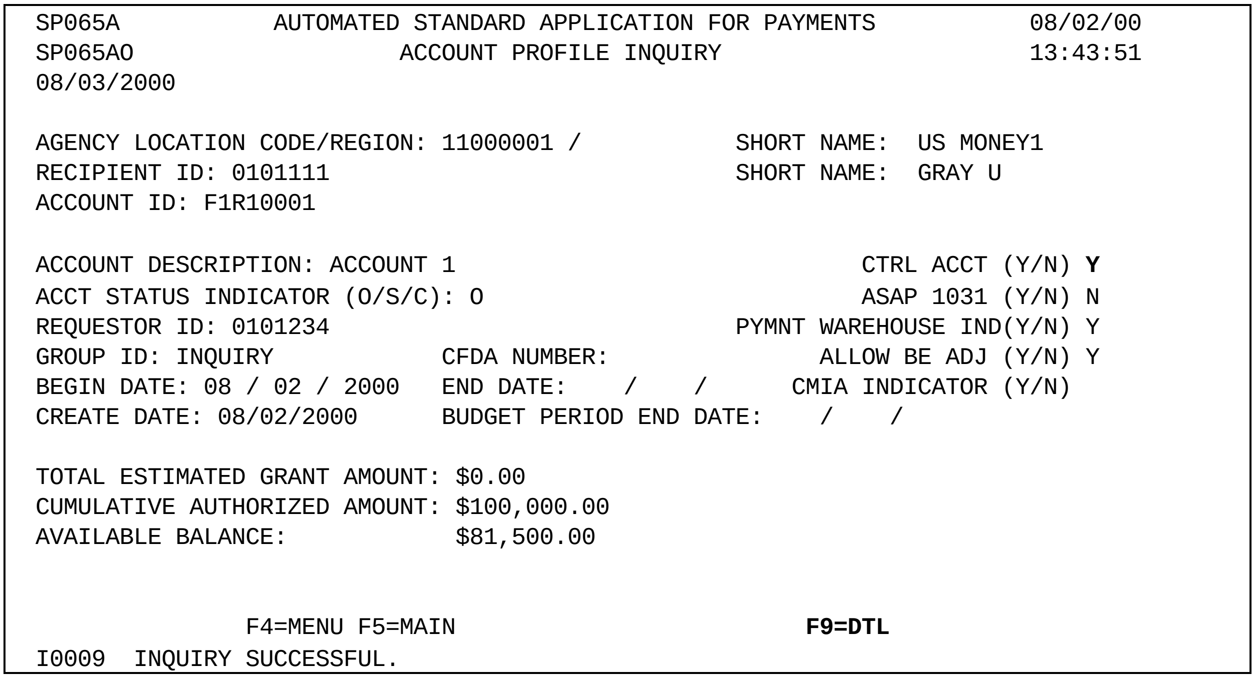
After completing Example 1, type in the next Account ID that you want to inquire on and press Enter.



```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP065AO                   ACCOUNT PROFILE INQUIRY                      13:41:00
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 / __        SHORT NAME:
 RECIPIENT ID: 0101111                             SHORT NAME:
 ACCOUNT ID: F1R10001___

 ACCOUNT DESCRIPTION: TEST ACCOUNT                     CTRL ACCT (Y/N): N
 ACCT STATUS INDICATOR (O/S/C): O                      ASAP 1031 (Y/N): N
 REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND (Y/N): N
 GROUP ID:                 CFDA NUMBER:  10.000       ALLOW BE ADJ(Y/N):Y
 BEGIN DATE:  08/02/2000   END DATE: 11/15/2000   CMIA INDICATOR (Y/N): N
 CREATE DATE:        08/02/2000      BUD. PER. END DATE: 09/30/2000

 TOTAL ESTIMATED GRANT AMOUNT: $10,000,000.00
 CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
 AVAILABLE BALANCE: $427,000.00
        F4=MENU  F5=MAIN                 F8=REV
I0009 INQUIRY SUCCESSFUL.

                F4=MENU F5=MAIN
```

STEP 1: RESULT

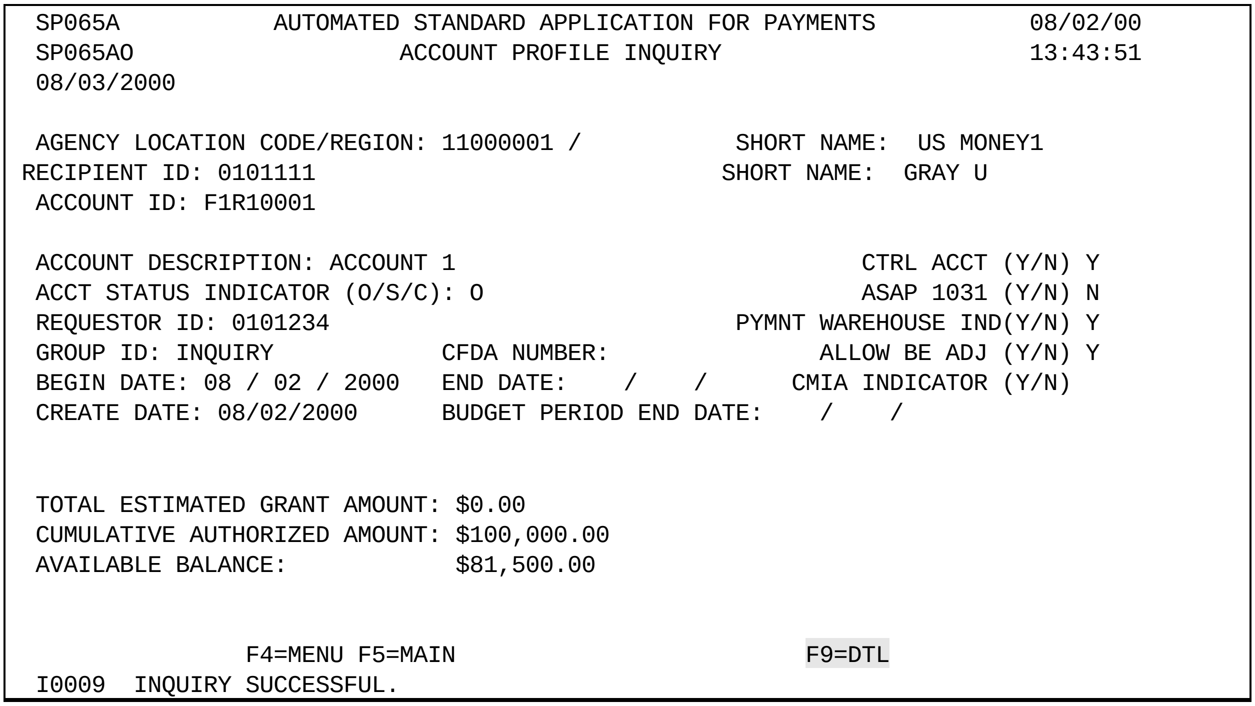
The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the "Y" listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.



```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP065AO                   ACCOUNT PROFILE INQUIRY                      13:43:51
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY1
 RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001

 ACCOUNT DESCRIPTION: ACCOUNT 1                              CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                            ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                             PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY            CFDA NUMBER:               ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /      CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


                F4=MENU F5=MAIN                         F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

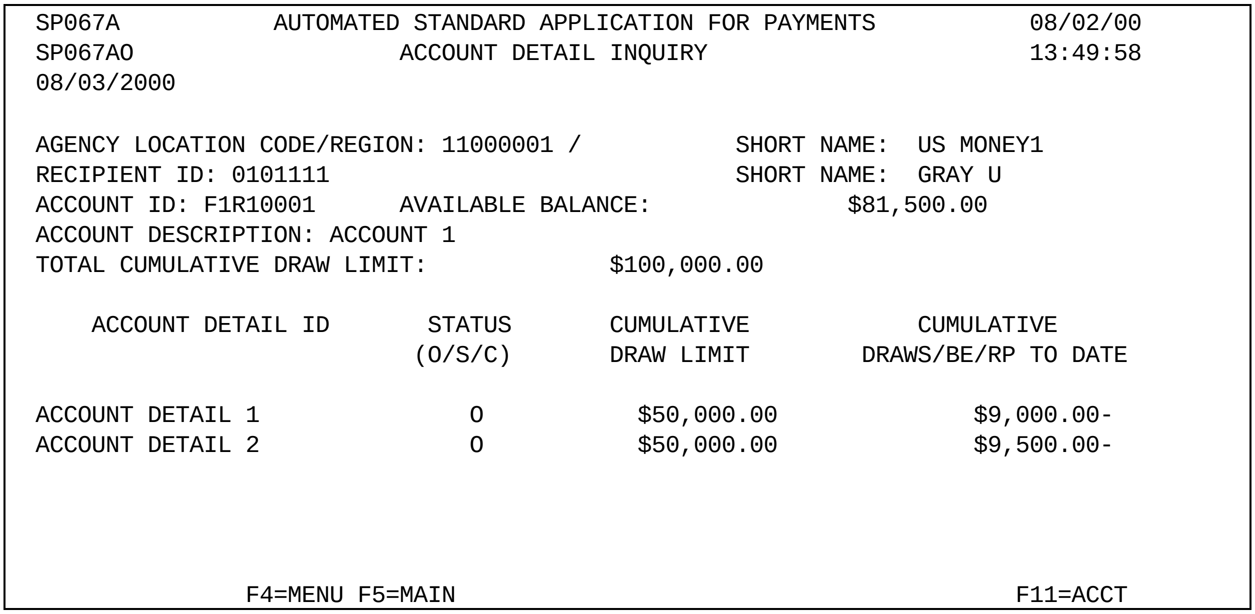
Press F9=DTL to inquire on the account details assigned to this account.



```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP065AO                   ACCOUNT PROFILE INQUIRY                      13:43:51
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001

 ACCOUNT DESCRIPTION: ACCOUNT 1                             CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                           ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                             PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY            CFDA NUMBER:               ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /      CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


                F4=MENU F5=MAIN                         F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

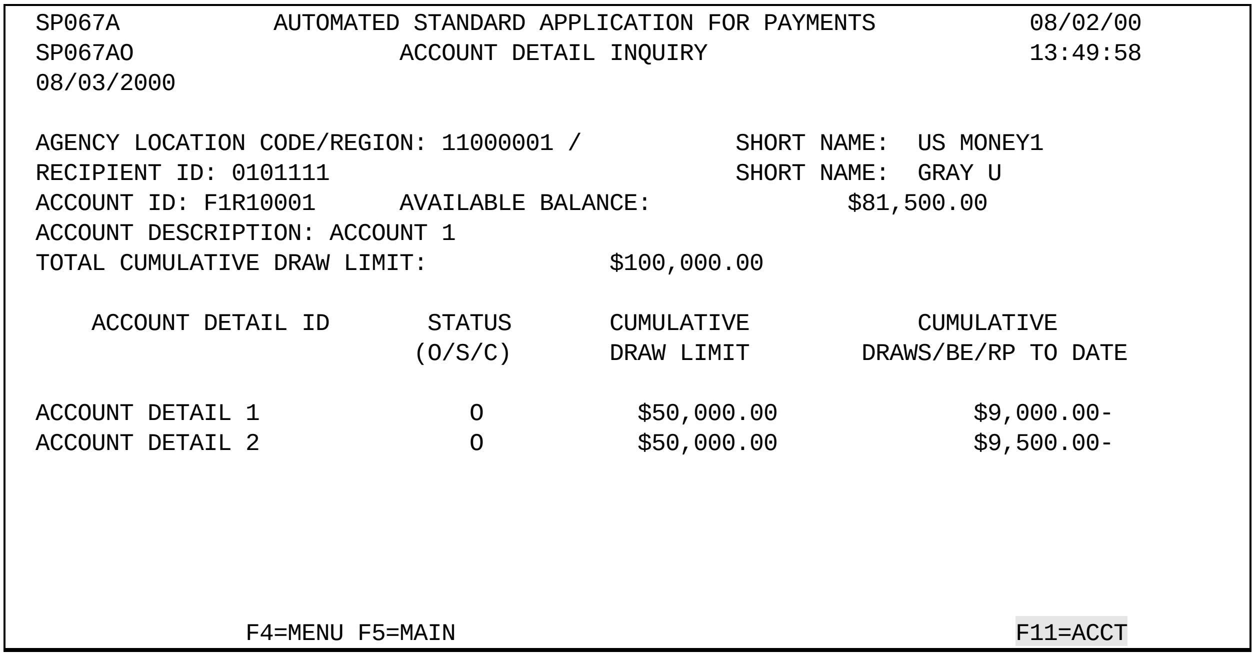
The Account Detail Inquiry screen appears.



```
 SP067A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP067AO                   ACCOUNT DETAIL INQUIRY                       13:49:58
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY1
 RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001      AVAILABLE BALANCE:              $81,500.00
 ACCOUNT DESCRIPTION: ACCOUNT 1
 TOTAL CUMULATIVE DRAW LIMIT:             $100,000.00

     ACCOUNT DETAIL ID       STATUS       CUMULATIVE            CUMULATIVE
                            (O/S/C)       DRAW LIMIT        DRAWS/BE/RP TO DATE

 ACCOUNT DETAIL 1               O           $50,000.00              $9,000.00-
 ACCOUNT DETAIL 2               O           $50,000.00              $9,500.00-




                F4=MENU F5=MAIN                                        F11=ACCT
```

STEP 3: ACTION

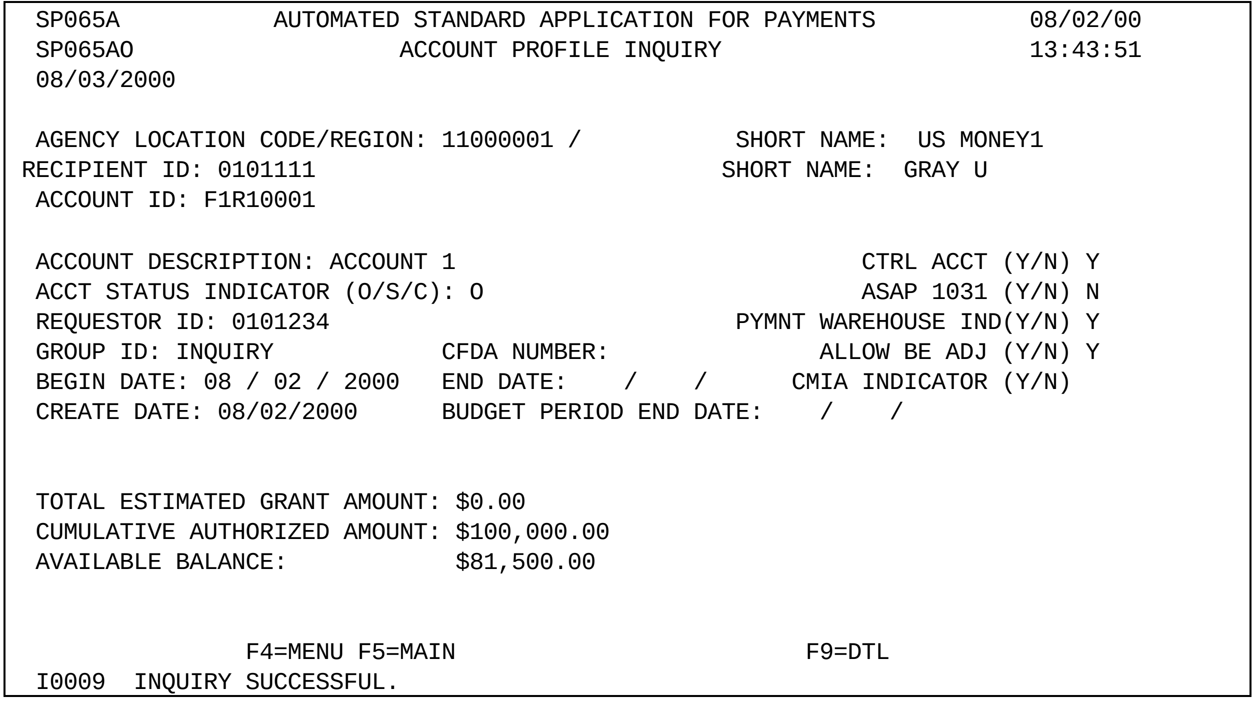
Press F11=ACCT to return to the Account Profile Inquiry screen.



```
SP067A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067AO                  ACCOUNT DETAIL INQUIRY                      13:49:58
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001      AVAILABLE BALANCE:             $81,500.00
ACCOUNT DESCRIPTION: ACCOUNT 1
TOTAL CUMULATIVE DRAW LIMIT:             $100,000.00

    ACCOUNT DETAIL ID       STATUS       CUMULATIVE            CUMULATIVE
                           (O/S/C)       DRAW LIMIT        DRAWS/BE/RP TO DATE

ACCOUNT DETAIL 1               O           $50,000.00              $9,000.00-
ACCOUNT DETAIL 2               O           $50,000.00              $9,500.00-





               F4=MENU F5=MAIN                                        F11=ACCT
```

STEP 3: RESULT

The Account Profile Inquiry screen appears. You will remain on this screen to proceed to the next example.



```
 SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                  ACCOUNT PROFILE INQUIRY                     13:43:51
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001

 ACCOUNT DESCRIPTION: ACCOUNT 1                           CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                         ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                            PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY            CFDA NUMBER:                ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /      CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


               F4=MENU F5=MAIN                        F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

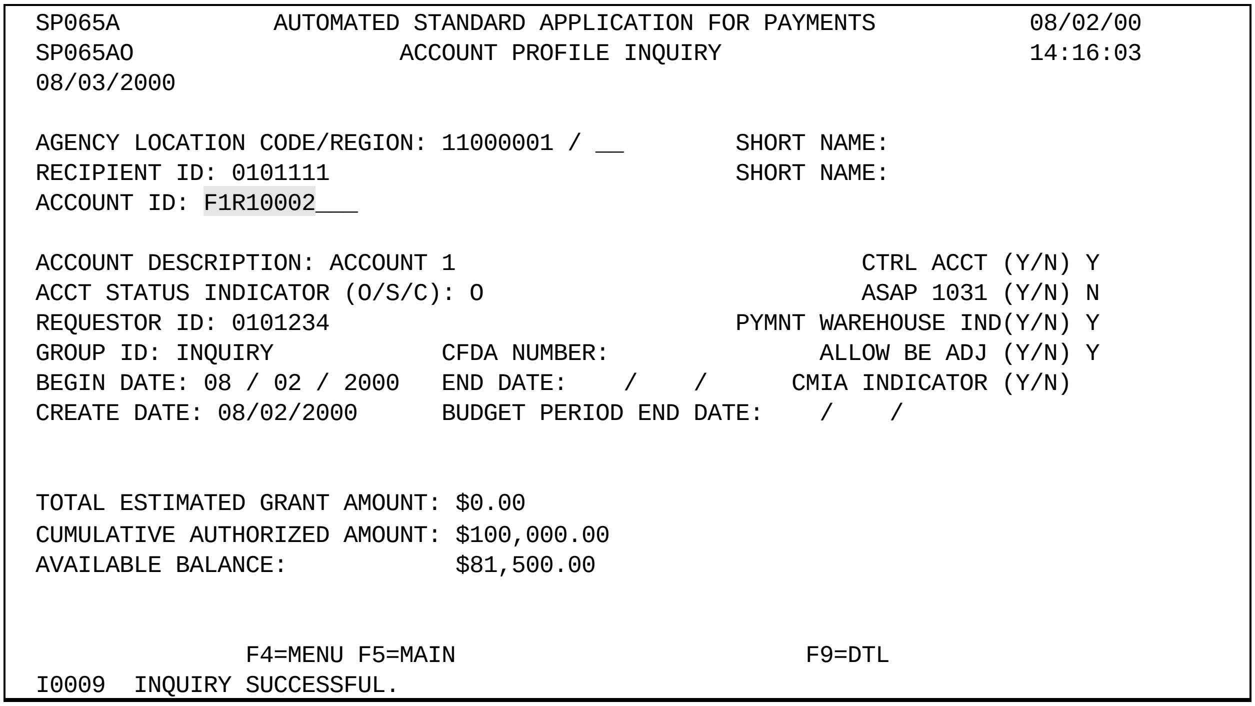
EXAMPLE THREE

Use the Account Profile Inquiry to view the profile of an ASAP account with Agency Review and Maximum Draw Amounts.

- One Recipient ID
- Account ID which has Agency Review and Maximum Draw Amounts associated with it

STEP 1: ACTION

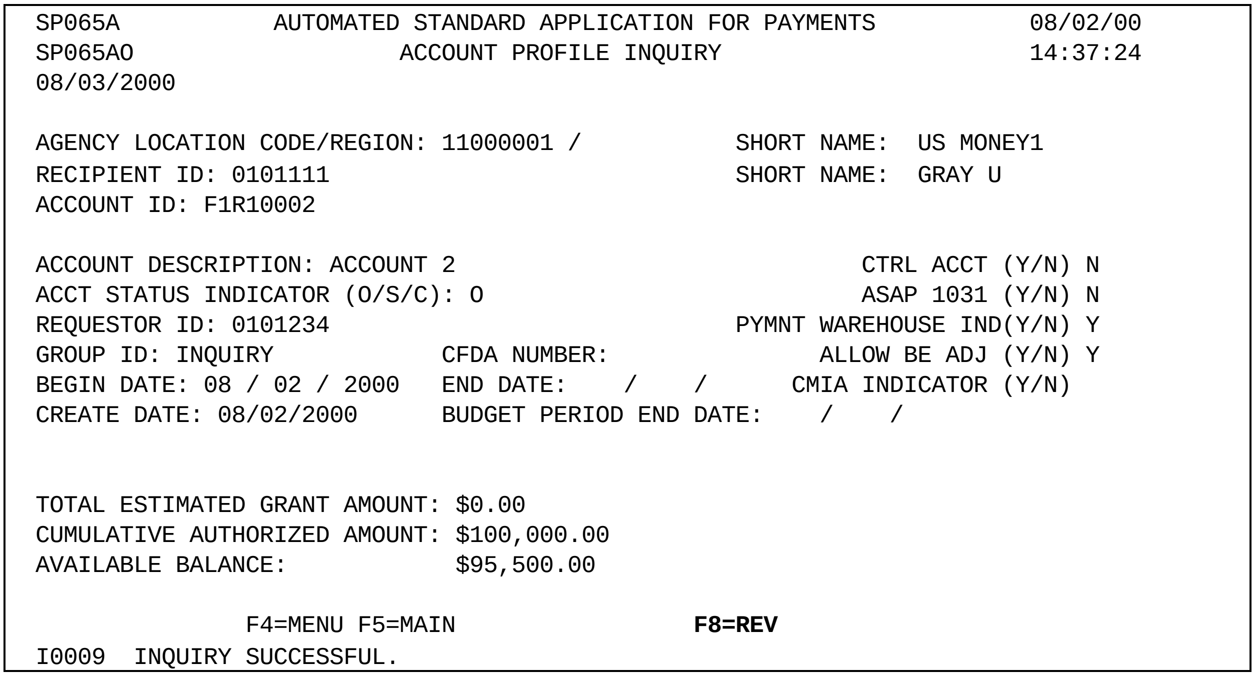
After completing Example 2, type in the next Account ID that you want to inquire on and press Enter.



```
SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065AO                   ACCOUNT PROFILE INQUIRY                      14:16:03
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 / __        SHORT NAME:
RECIPIENT ID: 0101111                             SHORT NAME:
ACCOUNT ID: F1R10002___

ACCOUNT DESCRIPTION: ACCOUNT 1                             CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O                           ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                             PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY            CFDA NUMBER:               ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /      CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /


TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:            $81,500.00


               F4=MENU F5=MAIN                         F9=DTL
I0009  INQUIRY SUCCESSFUL.
```

STEP 1: RESULT

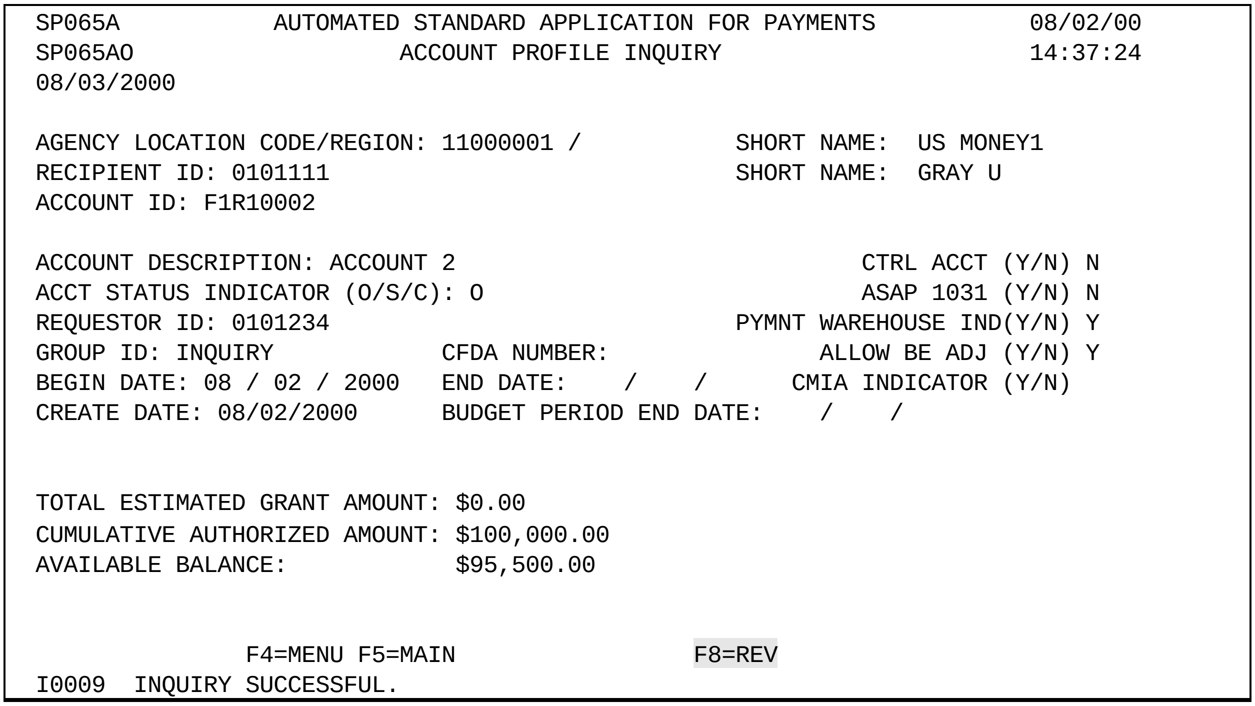
The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review and/or Maximum Draw Amounts associated with it which is indicated by the F8=REV command at the bottom of the screen.



```
SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP065AO                   ACCOUNT PROFILE INQUIRY                      14:37:24
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002

ACCOUNT DESCRIPTION: ACCOUNT 2                             CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                           ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                             PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY            CFDA NUMBER:               ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /      CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /


TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:            $95,500.00

               F4=MENU F5=MAIN                 F8=REV
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

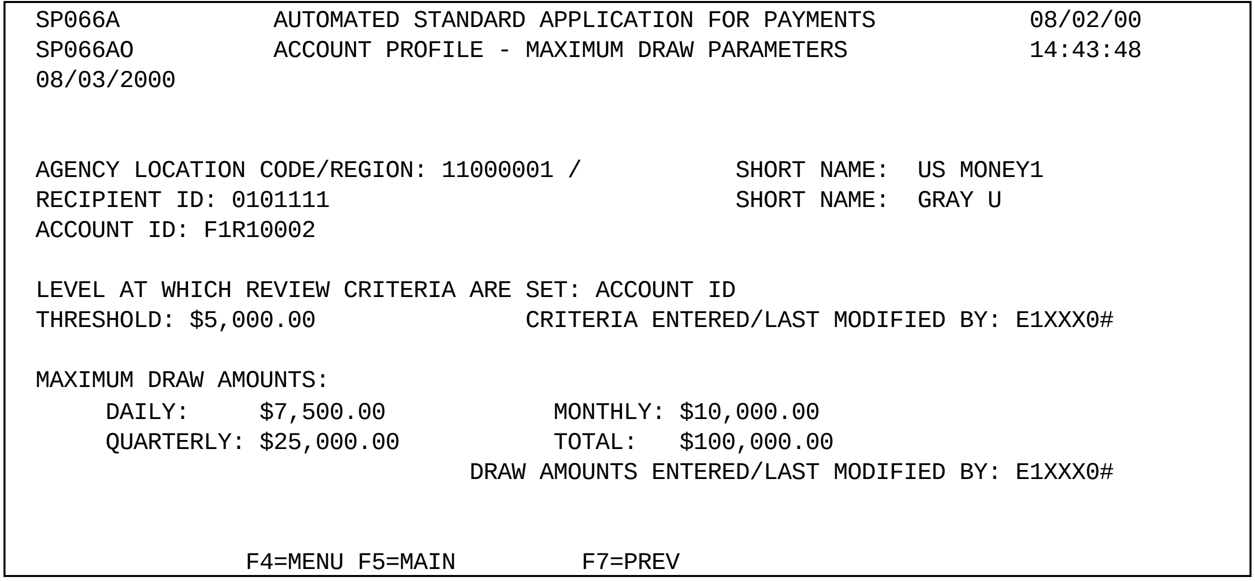
Press the F8=REV function key to inquire on Agency Review and/or Maximum Draw Amounts which are associated with this account.



```
SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO                  ACCOUNT PROFILE INQUIRY                     14:37:24
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002

ACCOUNT DESCRIPTION: ACCOUNT 2                            CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                            PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY           CFDA NUMBER:               ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /      CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /


TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:            $95,500.00


               F4=MENU F5=MAIN                F8=REV
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

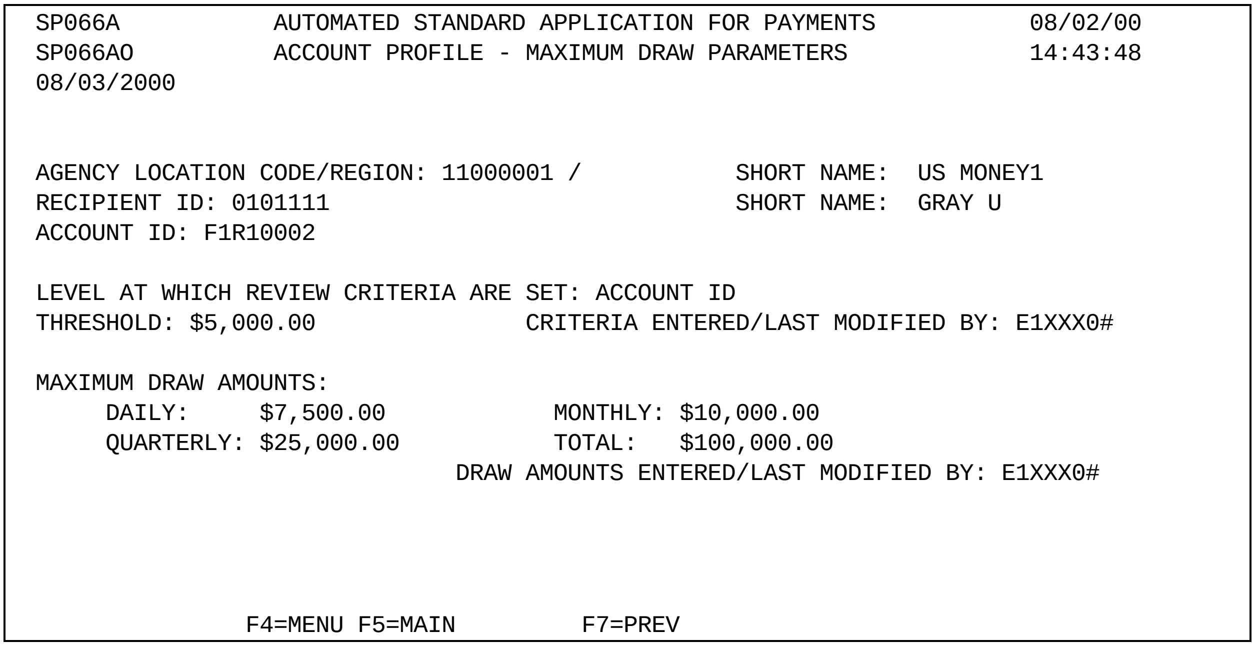
The Account Profile - Maximum Draw Parameters screen appears with the Agency Review and Maximum Draw Amounts that are associated with this account. If F7=PREV is pressed, the inquirer returns to the previous Account Profile Inquiry screen.



```
SP066A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP066AO         ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS            14:43:48
08/03/2000


AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002

LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
THRESHOLD: $5,000.00              CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

MAXIMUM DRAW AMOUNTS:
     DAILY:     $7,500.00           MONTHLY: $10,000.00
     QUARTERLY: $25,000.00          TOTAL:   $100,000.00
                              DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#


               F4=MENU F5=MAIN         F7=PREV
```

STEP 3: ACTION

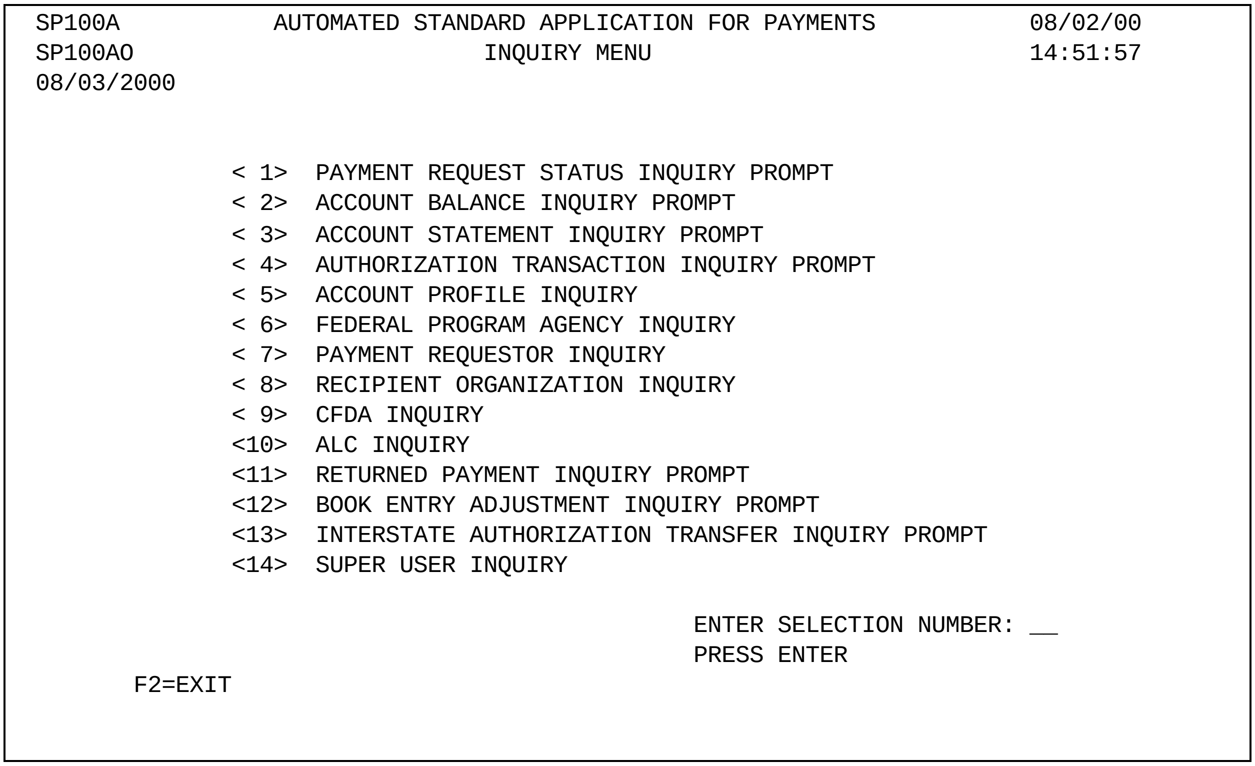
Press F4=Menu to return to the Inquiry Menu.



```
SP066A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP066AO         ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS            14:43:48
08/03/2000


AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002

LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
THRESHOLD: $5,000.00              CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

MAXIMUM DRAW AMOUNTS:
     DAILY:     $7,500.00            MONTHLY: $10,000.00
     QUARTERLY: $25,000.00           TOTAL:   $100,000.00
                             DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#




               F4=MENU F5=MAIN         F7=PREV
```

STEP 3: RESULT

The Inquiry Menu appears.



```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP100AO                        INQUIRY MENU                          14:51:57
08/03/2000


              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY

                                         ENTER SELECTION NUMBER: __
                                         PRESS ENTER
       F2=EXIT
```

SECTION 10.6

FEDERAL PROGRAM AGENCY INQUIRY

This feature allows you to view your Federal Agency profile in ASAP.

Profile information is obtained during the enrollment process when the Federal Agency completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Federal Agency is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Federal Agency is identified in ASAP by a unique **Agency Location Code** (ALC) consisting of 8 digits and a 2 character Region Code, if applicable. To view the profile for your agency, type the ALC/Region in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Federal Agency profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Federal Program Agency's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, other information appears on the Federal Agency Profile, as detailed below:

< **FPA Active Flag** - indicates whether the Federal Agency is "active" or able to perform functions in ASAP. "Y" indicates that the Federal Program Agency is active, and "N" indicates that the Federal Program Agency is inactive.

< **Pseudo ABA** - the destination to which the Federal Agency's Bulkdata reports will be delivered (i.e., Mainframe or Fedline terminal).

< **Default Warehouse Ind.** - may be used by the Federal Agency to prevent payments from being warehoused against any of its ASAP accounts.

< **Report Delivery Method** - indicates the method by which the Federal Agency will receive their reports, either "F" for fax, "B" for Bulkdata or "P" for Paper. If "F" for fax is selected, a primary and secondary fax number should be listed.

< **Mainframe Indicator** - indicates whether the Federal Agency has a mainframe connection to the ASAP system.

- **Allow Global Accounts (Y/N) -** indicates whether the Federal Agency has authority to establish global accounts. Global accounts are accounts which allow multiple payment requestors to access the account such as in the Unemployment Trust Fund.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Federal Program Agency profile inquiry feature.

One example is provided in this section. Review the following example.

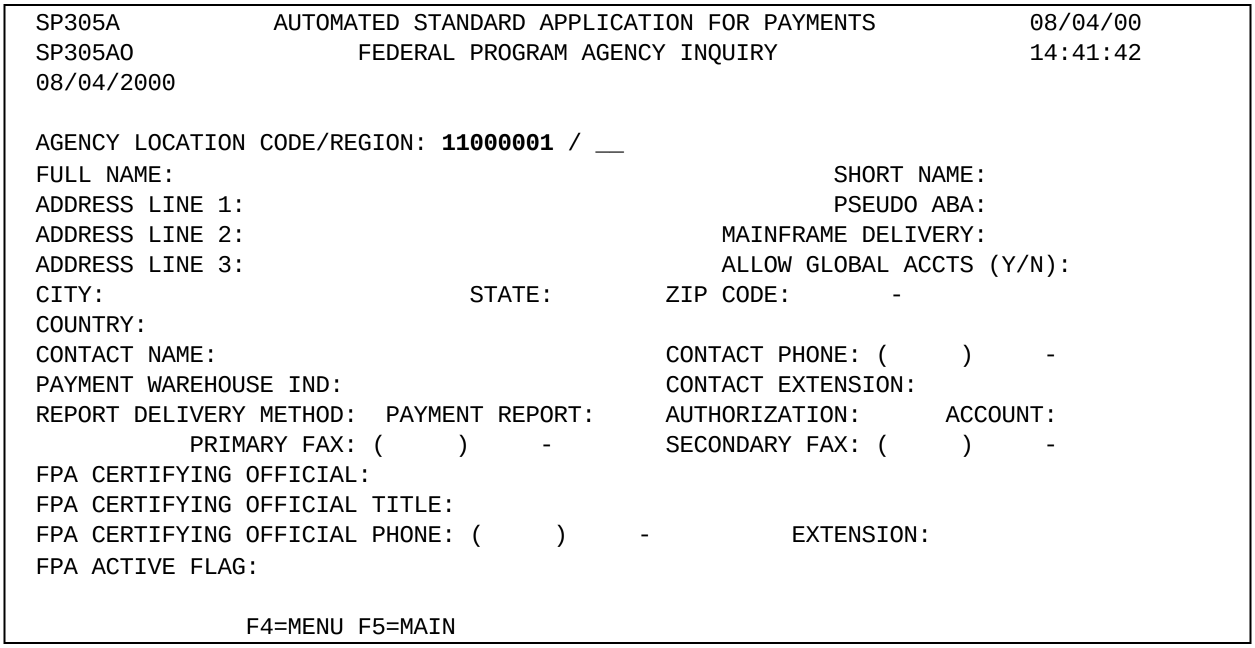
EXAMPLE

Use the Federal Program Agency Inquiry feature to view your profile.

< One Agency Location Code

STEP 1: ACTION

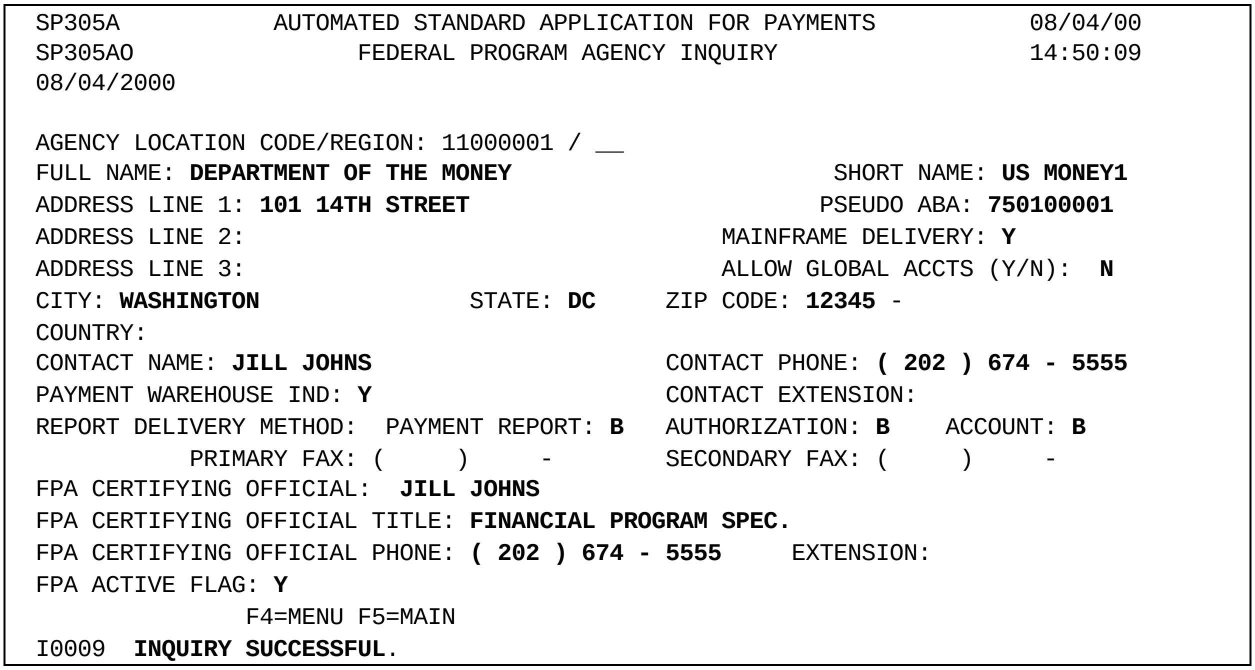
After selecting menu option 6 from the Inquiry Menu, you will see the Federal Program Agency Inquiry screen. Your ALC is already displayed in the Agency Location Code/Region field, so just press Enter to complete the inquiry.



```
SP305A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/04/00
SP305AO                FEDERAL PROGRAM AGENCY INQUIRY                  14:41:42
08/04/2000

AGENCY LOCATION CODE/REGION: 11000001 / __
FULL NAME:                                              SHORT NAME:
ADDRESS LINE 1:                                         PSEUDO ABA:
ADDRESS LINE 2:                                 MAINFRAME DELIVERY:
ADDRESS LINE 3:                                 ALLOW GLOBAL ACCTS (Y/N):
CITY:                          STATE:        ZIP CODE:       -
COUNTRY:
CONTACT NAME:                                CONTACT PHONE: (     )     -
PAYMENT WAREHOUSE IND:                       CONTACT EXTENSION:
REPORT DELIVERY METHOD:  PAYMENT REPORT:     AUTHORIZATION:      ACCOUNT:
           PRIMARY FAX: (     )     -        SECONDARY FAX: (     )     -
FPA CERTIFYING OFFICIAL:
FPA CERTIFYING OFFICIAL TITLE:
FPA CERTIFYING OFFICIAL PHONE: (     )     -          EXTENSION:
FPA ACTIVE FLAG:

               F4=MENU F5=MAIN
```

STEP 1: RESULT

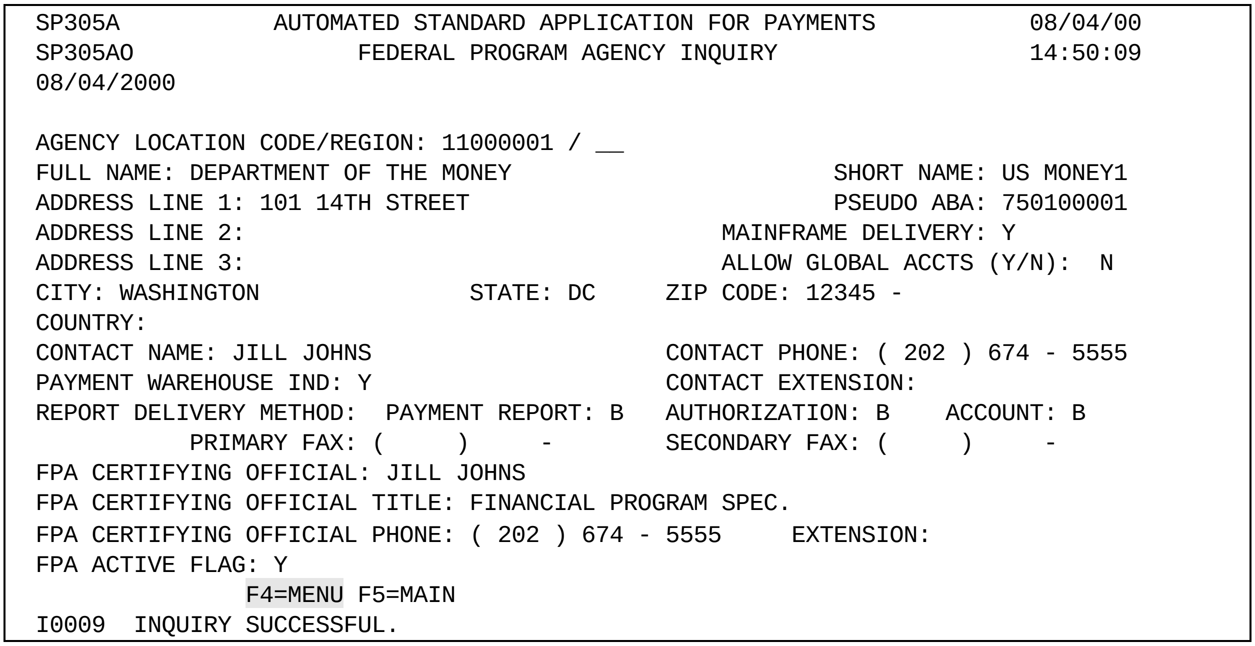
The following Federal Agency information appears.



```
SP305A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/04/00
SP305AO                FEDERAL PROGRAM AGENCY INQUIRY                  14:50:09
08/04/2000

AGENCY LOCATION CODE/REGION: 11000001 / __
FULL NAME: DEPARTMENT OF THE MONEY                      SHORT NAME: US MONEY1
ADDRESS LINE 1: 101 14TH STREET                        PSEUDO ABA: 750100001
ADDRESS LINE 2:                                 MAINFRAME DELIVERY: Y
ADDRESS LINE 3:                                 ALLOW GLOBAL ACCTS (Y/N):  N
CITY: WASHINGTON               STATE: DC     ZIP CODE: 12345 -
COUNTRY:
CONTACT NAME: JILL JOHNS                     CONTACT PHONE: ( 202 ) 674 - 5555
PAYMENT WAREHOUSE IND: Y                     CONTACT EXTENSION:
REPORT DELIVERY METHOD:  PAYMENT REPORT: B   AUTHORIZATION: B    ACCOUNT: B
           PRIMARY FAX: (     )     -        SECONDARY FAX: (     )     -
FPA CERTIFYING OFFICIAL:  JILL JOHNS
FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555     EXTENSION:
FPA ACTIVE FLAG: Y
               F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

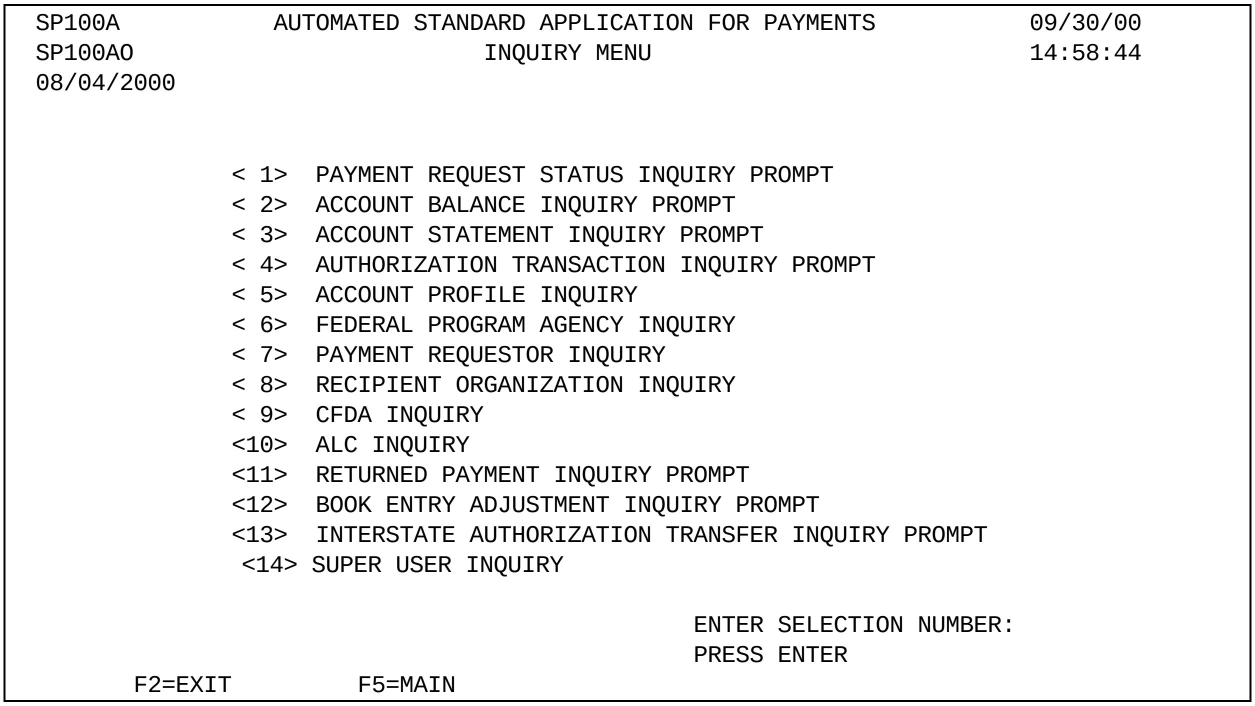
Press F4=MENU to return to the Inquiry Menu screen.



```
SP305A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/04/00
SP305AO                FEDERAL PROGRAM AGENCY INQUIRY                  14:50:09
08/04/2000

AGENCY LOCATION CODE/REGION: 11000001 / __
FULL NAME: DEPARTMENT OF THE MONEY                       SHORT NAME: US MONEY1
ADDRESS LINE 1: 101 14TH STREET                          PSEUDO ABA: 750100001
ADDRESS LINE 2:                                  MAINFRAME DELIVERY: Y
ADDRESS LINE 3:                                  ALLOW GLOBAL ACCTS (Y/N):  N
CITY: WASHINGTON               STATE: DC     ZIP CODE: 12345 -
COUNTRY:
CONTACT NAME: JILL JOHNS                     CONTACT PHONE: ( 202 ) 674 - 5555
PAYMENT WAREHOUSE IND: Y                     CONTACT EXTENSION:
REPORT DELIVERY METHOD:  PAYMENT REPORT: B   AUTHORIZATION: B    ACCOUNT: B
           PRIMARY FAX: (     )     -        SECONDARY FAX: (     )     -
FPA CERTIFYING OFFICIAL: JILL JOHNS
FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555     EXTENSION:
FPA ACTIVE FLAG: Y
               F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.



```
SP100A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           09/30/00
SP100AO                         INQUIRY MENU                           14:58:44
08/04/2000


              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
               <14> SUPER USER INQUIRY

                                               ENTER SELECTION NUMBER:
                                               PRESS ENTER
       F2=EXIT         F5=MAIN
```

SECTION 10.7

PAYMENT REQUESTOR INQUIRY

Profile information is obtained during the enrollment process when the Payment Requestor completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Payment Requestor is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Payment Requestor is identified in ASAP by a unique **Requestor ID** generated by the system at the time the Payment Requestor profile is created. To view the profile for a Payment Requestor organization, type the 7-digit Requestor ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Payment Requestor profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Payment Requestor's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, information critical to the payment process appears on the Payment Requestor Profile, as detailed below:

- **ACH DFI ABA NO** - identifies the Depositary Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's Automated Clearing House (ACH) payment system.
- **ACH BK ACCT NO** - the Payment Requestor's bank account at the DFI to which its ACH payments will be credited.
- **ACH ACCT TYPE** - indicates whether the bank account receiving ASAP ACH credits is a (**D**) demand (checking) account or (**S**) savings account.
- **ACCT TITLE** - the name of the account at DFI as designated by the Payment Requestor
- **DUNS** - a DUNS number is a universal identifier assigned by Dunn and Bradstreet to uniquely identify organizations involved with electronic commerce.
- **TIN** - A TIN (Taxpayer Identification Number) is a 9-digit number used for tax reporting.

- **FDS DFI ABA NO** - identifies the Depositary Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's FEDWIRE payment system.

- **FDS Bk Acct NO** - the Payment Requestor's bank account at the DFI to which its FEDWIRE payments will be credited.

  ! Funds for all payment requests submitted by a Payment Requestor will be transferred to the bank accounts specified in its profile. Each Payment Requestor profile **must** have either ACH or FUNDS banking information **or both**, depending on the payment mechanisms to be used to transfer funds. The ACH and FUNDS DFIs may be different entities for any given Payment Requestor, and the ACH and FUNDS bank account numbers can also be different.

- **Further Credit ABA** - this field contains information for further routing of Fedwire payments, if specified by the Payment Requestor

- **PR Active Flag** - indicates whether the Payment Requestor is "active", or able to perform functions in ASAP. "Y" indicates that the Payment Requestor is active, and "N" indicates that the Payment Requestor is inactive.

- **Multiple Bank Relationships -** if the Requestor has multiple ACH and/or Fedwire bank account relationships, the Payment Requestor Profile Inquiry screen will have an F8 function key to allow you to view those relationships. If the Requestor does not have multiple bank relationships, F8 will not be displayed.

Other information on the Payment Requestor Profile includes:

- Recipient Org (Y/N) - this field indicates whether this Requestor is also a Recipient Organization. If the flag is Y for Yes, there is a Recipient Organization Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Recipient profile with a different ID, or this Requestor is NOT a Recipient Organization.

- VRS Indicator - this field indicates whether the Requestor uses the Voice Response System to access ASAP. Values for this field are:
  Y for Yes - this Requestor uses the Voice Response System
  N for No - this Requestor does not use the Voice Response System
  B for Both - this Requestor uses both Voice Response and on-line screens to access ASAP.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Payment Requestor profile inquiry feature.

Review the following example.

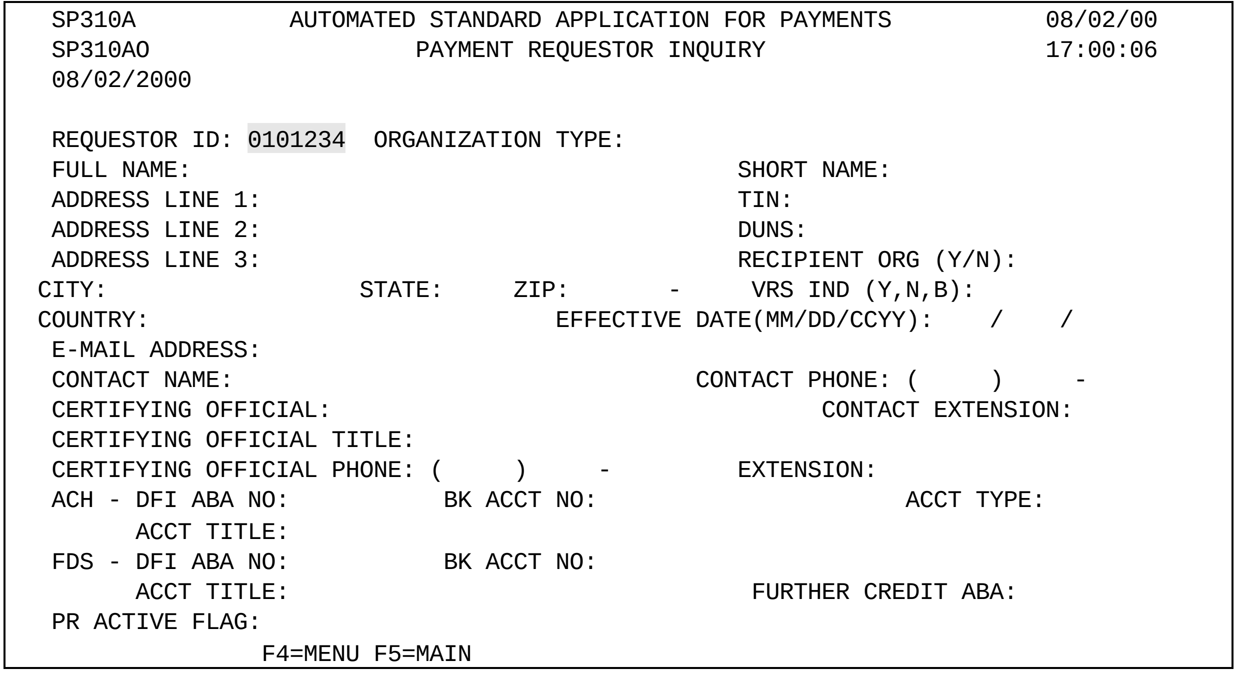
EXAMPLE

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization.

- One Requestor ID

STEP 1: ACTION

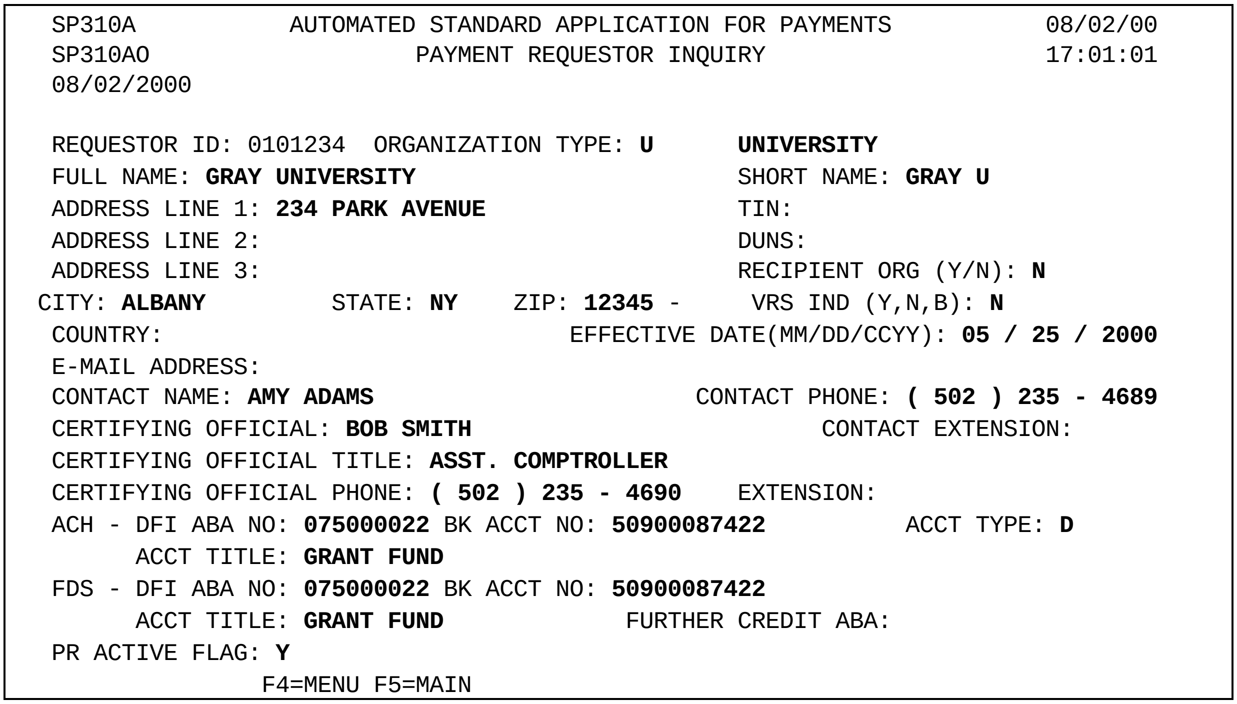
After selecting menu option 7 from the Inquiry Menu, you will see the Payment Requestor Inquiry screen. Fill in the Requestor ID field as shown below. Press Enter to complete the inquiry.



```
 SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP310AO                  PAYMENT REQUESTOR INQUIRY                   17:00:06
 08/02/2000

 REQUESTOR ID: 0101234  ORGANIZATION TYPE:
 FULL NAME:                                        SHORT NAME:
 ADDRESS LINE 1:                                   TIN:
 ADDRESS LINE 2:                                   DUNS:
 ADDRESS LINE 3:                                   RECIPIENT ORG (Y/N):
CITY:                  STATE:     ZIP:       -     VRS IND (Y,N,B):
COUNTRY:                             EFFECTIVE DATE(MM/DD/CCYY):    /    /
 E-MAIL ADDRESS:
 CONTACT NAME:                                  CONTACT PHONE: (     )     -
 CERTIFYING OFFICIAL:                                    CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE:
 CERTIFYING OFFICIAL PHONE: (     )     -          EXTENSION:
 ACH - DFI ABA NO:          BK ACCT NO:                        ACCT TYPE:
       ACCT TITLE:
 FDS - DFI ABA NO:          BK ACCT NO:
       ACCT TITLE:                                  FURTHER CREDIT ABA:
 PR ACTIVE FLAG:
                F4=MENU F5=MAIN
```

STEP 1: RESULT

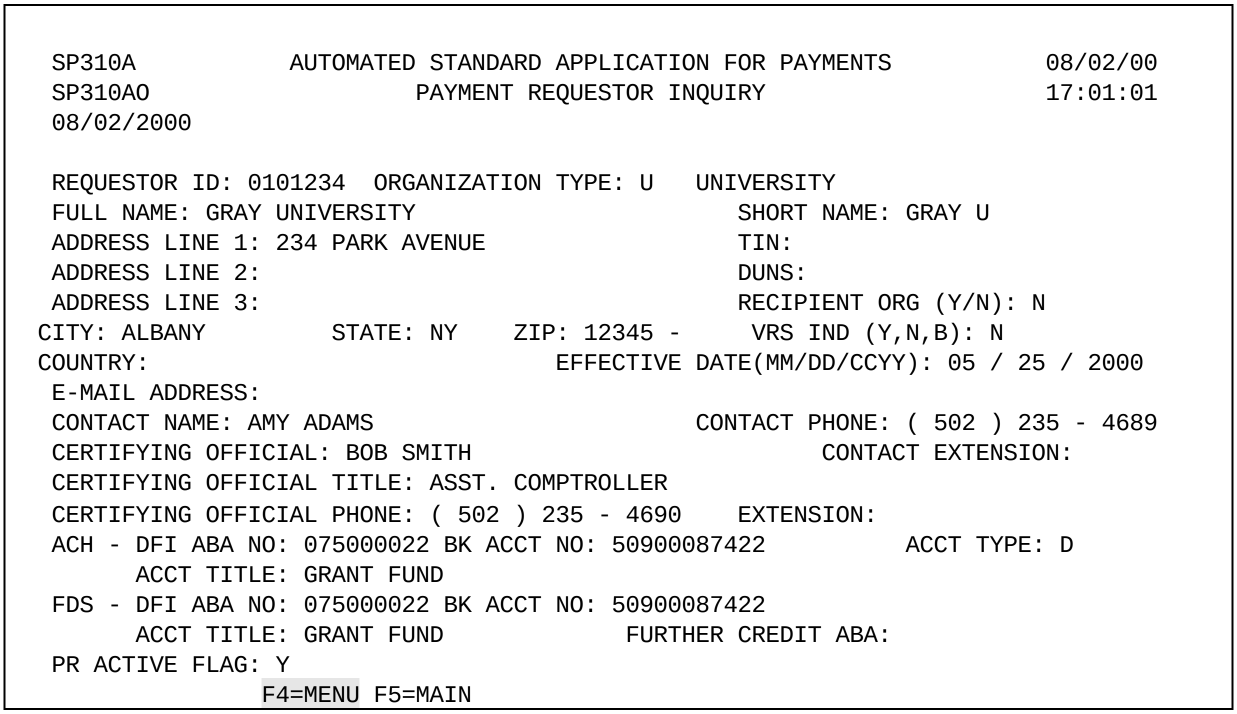
The Payment Requestor profile information will appear. If multiple bank relationships exist for this Payment Requestor, F8=PGDN will be made available to inquire on those relationships.



```
 SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP310AO                  PAYMENT REQUESTOR INQUIRY                   17:01:01
 08/02/2000

 REQUESTOR ID: 0101234  ORGANIZATION TYPE: U      UNIVERSITY
 FULL NAME: GRAY UNIVERSITY                        SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                   TIN:
 ADDRESS LINE 2:                                   DUNS:
 ADDRESS LINE 3:                                   RECIPIENT ORG (Y/N): N
CITY: ALBANY         STATE: NY    ZIP: 12345 -     VRS IND (Y,N,B): N
 COUNTRY:                             EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000
 E-MAIL ADDRESS:
 CONTACT NAME: AMY ADAMS                        CONTACT PHONE: ( 502 ) 235 - 4689
 CERTIFYING OFFICIAL: BOB SMITH                          CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: ASST. COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 235 - 4690    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 50900087422         ACCT TYPE: D
       ACCT TITLE: GRANT FUND
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 50900087422
       ACCT TITLE: GRANT FUND            FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y
                F4=MENU F5=MAIN
```

STEP 2: ACTION

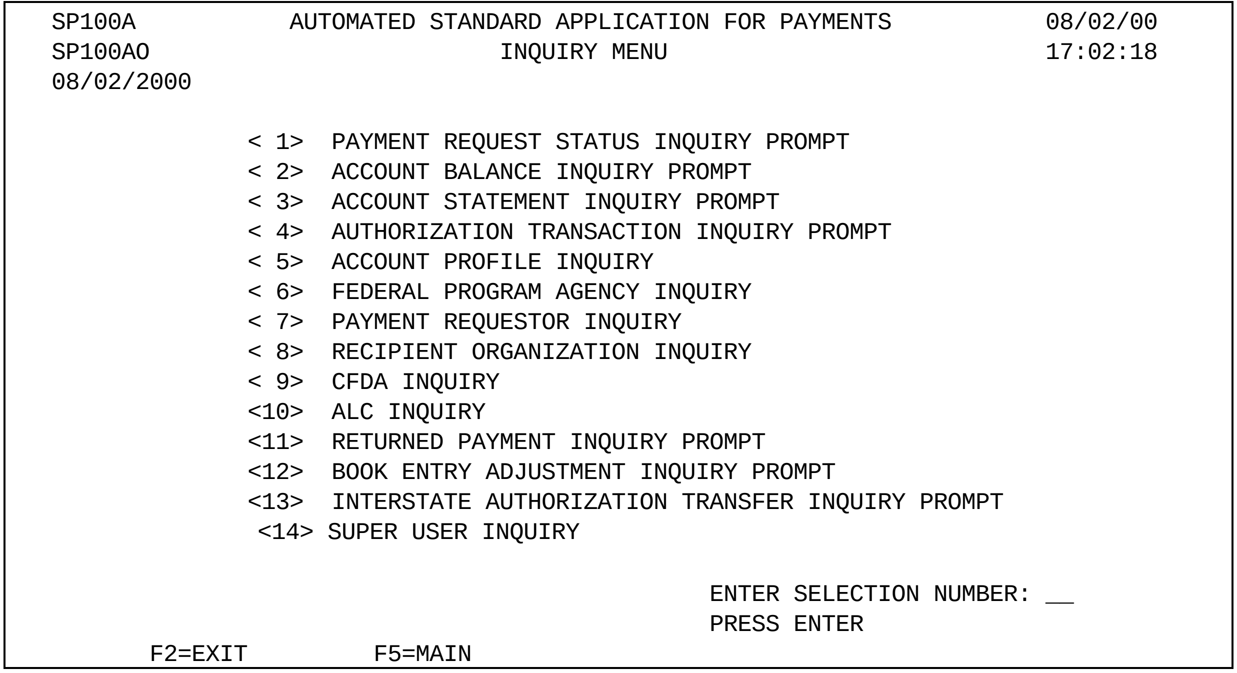
Press F4=MENU to return to the Inquiry Menu screen.



```
 SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP310AO                  PAYMENT REQUESTOR INQUIRY                   17:01:01
 08/02/2000

 REQUESTOR ID: 0101234  ORGANIZATION TYPE: U   UNIVERSITY
 FULL NAME: GRAY UNIVERSITY                       SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                  TIN:
 ADDRESS LINE 2:                                  DUNS:
 ADDRESS LINE 3:                                  RECIPIENT ORG (Y/N): N
CITY: ALBANY         STATE: NY    ZIP: 12345 -     VRS IND (Y,N,B): N
COUNTRY:                             EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000
 E-MAIL ADDRESS:
 CONTACT NAME: AMY ADAMS                       CONTACT PHONE: ( 502 ) 235 - 4689
 CERTIFYING OFFICIAL: BOB SMITH                         CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: ASST. COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 235 - 4690    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 50900087422          ACCT TYPE: D
       ACCT TITLE: GRANT FUND
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 50900087422
       ACCT TITLE: GRANT FUND             FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y
               F4=MENU F5=MAIN
```

STEP 2: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.



```
 SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP100AO                        INQUIRY MENU                          17:02:18
 08/02/2000

              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
               <14> SUPER USER INQUIRY

                                                ENTER SELECTION NUMBER: __
                                                PRESS ENTER
        F2=EXIT         F5=MAIN
```

SECTION 10.8

RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for any Recipient Organization in ASAP.

Profile information is obtained during the enrollment process when the Recipient Organization completes the forms contained in the enrollment package. RFC personnel review the enrollment package and enter the necessary information into ASAP. **The Recipient Organization is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Recipient Organization is identified in ASAP by a unique **Recipient ID** generated by the system at the time the profile is created in ASAP. To view the profile for a Recipient Organization, type the 7-digit Recipient ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Recipient Organization profile includes the full **organization name**, **address**, **contact personnel,** and **certifying official**. The profile also indicates the Recipient Organization's **Short Name**, which is the abbreviation used to identify it on payment remittance information.

Additional profile information includes:

< **Organization Type** - indicates the type of recipient organization being profiled. “SA” indicates a State Agency; “I”, an Indian Tribal Organization; “U”, an University; “FP”, a for profit organization, “NP”, a non-profit organization and “O” stands for other.

- **Requestor (Y/N)** - this field indicates whether this Recipient is also a Payment Requestor. If the flag is Y for Yes, there is a Payment Requestor Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Requestor profile with a different ID, or this Recipient is NOT a Payment Requestor.

- **VRS Indicator** - this field indicates whether the Recipient uses the Voice Response System to access ASAP. Values for this field are:

  Y for Yes - this Recipient uses the Voice Response System

  N for No - this Recipient does not use the Voice Response System

  B for Both - this Recipient uses both Voice Response and on-line screens to access ASAP.

- **RO Active Flag** - indicates whether the Recipient Organization is designated as "active",or able to perform functions in ASAP. "Y" indicates that the Recipient Organization is active, and "N" indicates that the Recipient Organization is inactive.

- **TIN** - the Taxpayer Identification Number for the Recipient Organization

- **DUN** - a universal identifier for electronic commerce assigned by Dunn & Bradstreet

GUIDE TO EXAMPLES

In this section, users will learn how to inquire on Recipient Organization profiles.

There is one example in this section, and all users should complete the steps of this example.

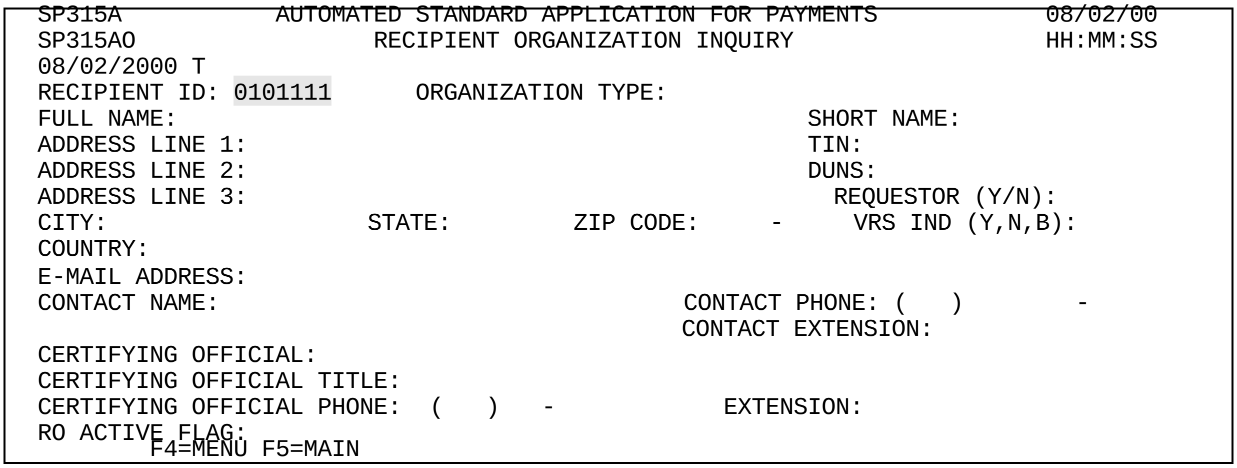
EXAMPLE

Use the Recipient Organization Inquiry feature to view the profile of a Recipient Organization.

- One Recipient ID

STEP 1: ACTION

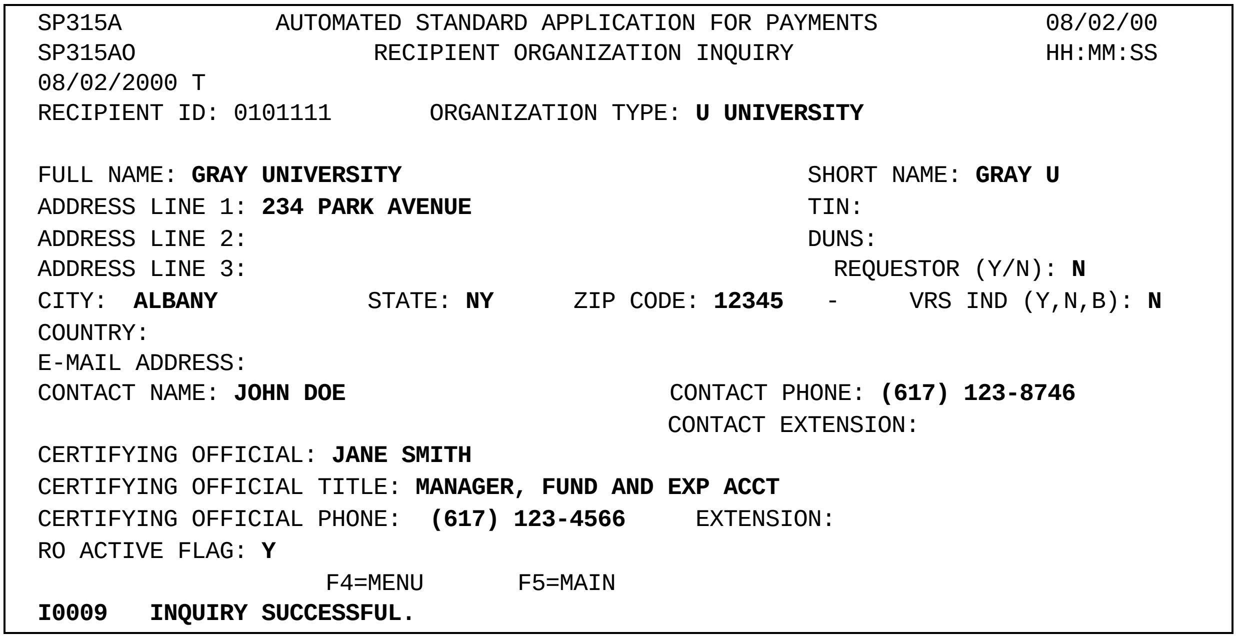
After selecting menu option 8 from the Inquiry menu, you will see the Recipient Organization Inquiry screen. Enter the RECIPIENT ID and press Enter.



```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP315AO                RECIPIENT ORGANIZATION INQUIRY                 HH:MM:SS
08/02/2000 T
RECIPIENT ID: 0101111      ORGANIZATION TYPE:
FULL NAME:                                            SHORT NAME:
ADDRESS LINE 1:                                       TIN:
ADDRESS LINE 2:                                       DUNS:
ADDRESS LINE 3:                                         REQUESTOR (Y/N):
CITY:                 STATE:         ZIP CODE:     -     VRS IND (Y,N,B):
COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME:                                 CONTACT PHONE: (   )        -
                                              CONTACT EXTENSION:
CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE:  (   )   -            EXTENSION:
RO ACTIVE FLAG:
        F4=MENU F5=MAIN
```

STEP 1: RESULT

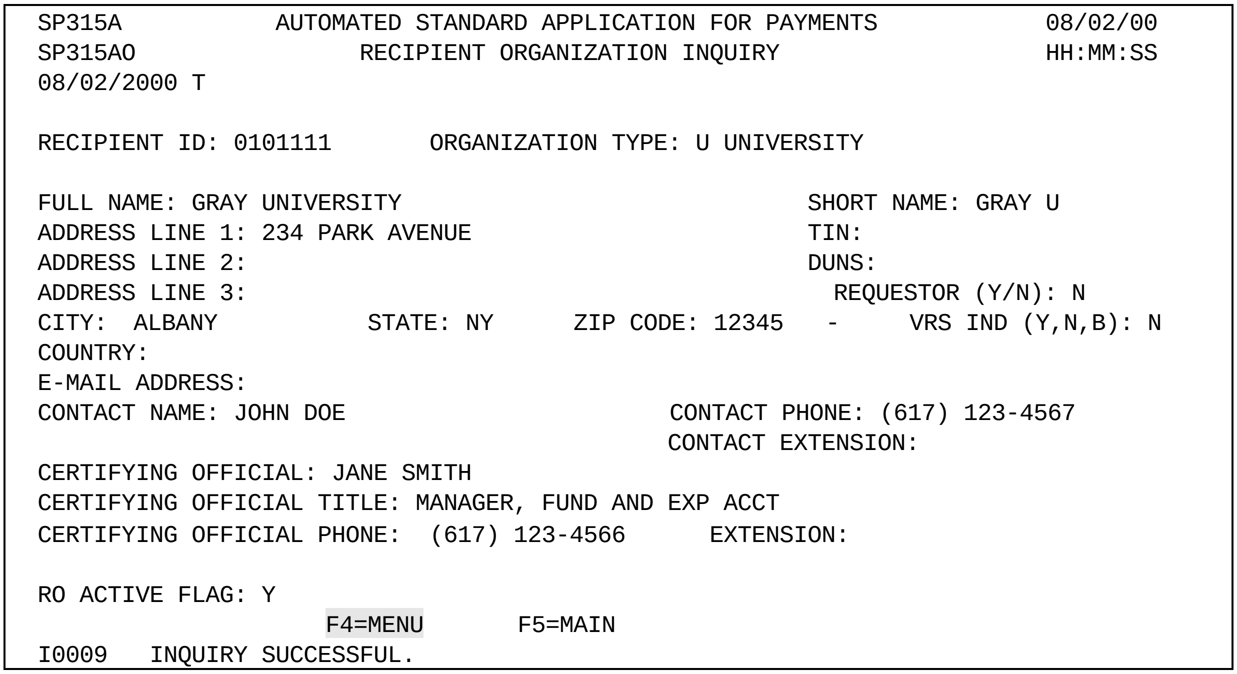
The Recipient Organization profile information will appear.



```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP315AO                RECIPIENT ORGANIZATION INQUIRY                 HH:MM:SS
08/02/2000 T
RECIPIENT ID: 0101111       ORGANIZATION TYPE: U UNIVERSITY

FULL NAME: GRAY UNIVERSITY                            SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE                       TIN:
ADDRESS LINE 2:                                       DUNS:
ADDRESS LINE 3:                                         REQUESTOR (Y/N): N
CITY:  ALBANY           STATE: NY      ZIP CODE: 12345   -     VRS IND (Y,N,B): N
COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME: JOHN DOE                       CONTACT PHONE: (617) 123-8746
                                             CONTACT EXTENSION:
CERTIFYING OFFICIAL: JANE SMITH
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT
CERTIFYING OFFICIAL PHONE:  (617) 123-4566     EXTENSION:
RO ACTIVE FLAG: Y
                     F4=MENU       F5=MAIN
I0009   INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

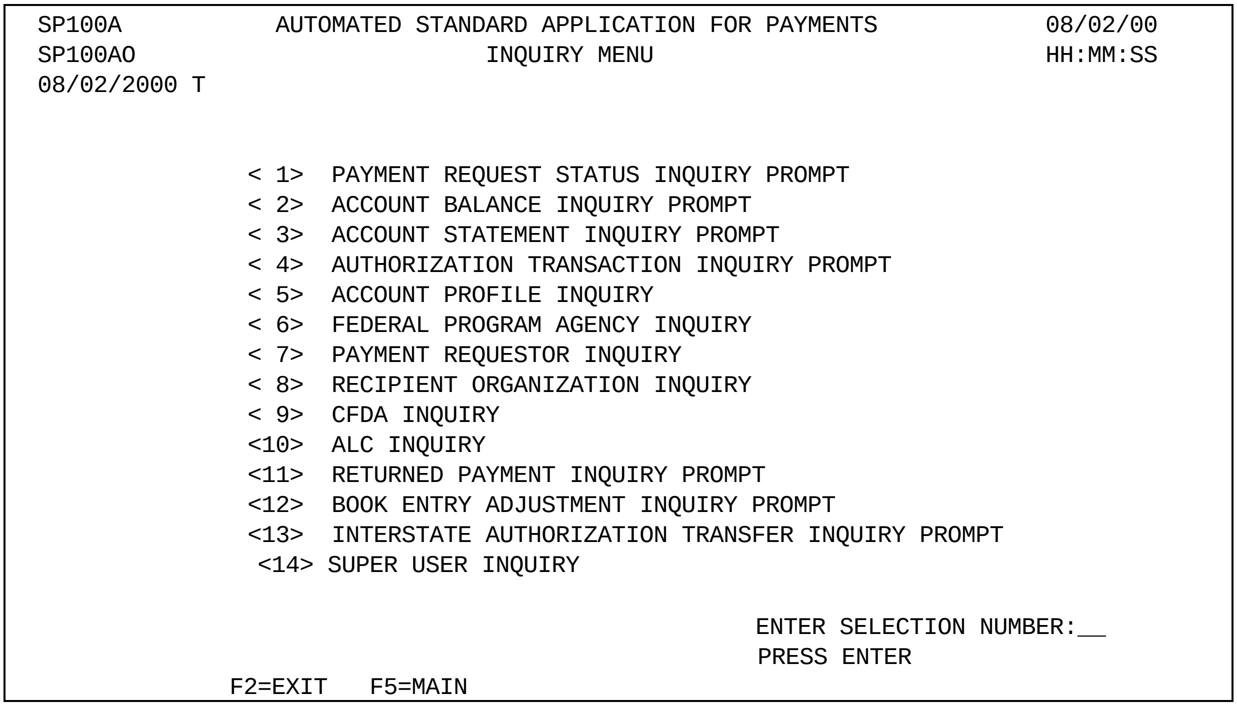
Press F4=MENU to return to the Inquiry Menu screen.



```
SP315A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP315AO               RECIPIENT ORGANIZATION INQUIRY                   HH:MM:SS
08/02/2000 T

RECIPIENT ID: 0101111       ORGANIZATION TYPE: U UNIVERSITY

FULL NAME: GRAY UNIVERSITY                            SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE                       TIN:
ADDRESS LINE 2:                                       DUNS:
ADDRESS LINE 3:                                         REQUESTOR (Y/N): N
CITY:  ALBANY          STATE: NY      ZIP CODE: 12345   -     VRS IND (Y,N,B): N
COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME: JOHN DOE                      CONTACT PHONE: (617) 123-4567
                                            CONTACT EXTENSION:
CERTIFYING OFFICIAL: JANE SMITH
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT
CERTIFYING OFFICIAL PHONE:  (617) 123-4566      EXTENSION:

RO ACTIVE FLAG: Y
                    F4=MENU       F5=MAIN
I0009   INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The following screen appears, allowing for selection of another Inquiry option.



```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP100AO                        INQUIRY MENU                            HH:MM:SS
08/02/2000 T


               < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
               < 2>  ACCOUNT BALANCE INQUIRY PROMPT
               < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
               < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
               < 5>  ACCOUNT PROFILE INQUIRY
               < 6>  FEDERAL PROGRAM AGENCY INQUIRY
               < 7>  PAYMENT REQUESTOR INQUIRY
               < 8>  RECIPIENT ORGANIZATION INQUIRY
               < 9>  CFDA INQUIRY
               <10>  ALC INQUIRY
               <11>  RETURNED PAYMENT INQUIRY PROMPT
               <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
               <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                <14> SUPER USER INQUIRY

                                                   ENTER SELECTION NUMBER:__
                                                   PRESS ENTER
              F2=EXIT   F5=MAIN
```

SECTION 10.9

BOOK ENTRY ADJUSTMENT INQUIRY

This feature allows you to view book entry adjustment transactions made to your ASAP Accounts within any specified date range.

The **Book Entry Adjustment Summary Inquiry** screen displays information on adjustments at a summary level. Adjustments are sorted in ascending order by posting date and time. You may select a book entry adjustment transaction from the summary screen to view detail information pertaining to the increases and decreases of the adjustment.

The **Book Entry Adjustment Detail Inquiry** screen displays detailed information on a specific adjustment such as the adjustment reason, the Recipient IDs and Account IDs involved, the User ID of the person who made the adjustment, and the increase and decrease amounts of the adjustment.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

< **Adjustment Reference Number** - an identifier which may have been assigned by the individual making a book entry adjustment. (On the summary screen, this information appears under the abbreviated heading of "**REF NUM**.")

< **Adjustment Dates From and To** - use these dates to specify a time period in which the adjustment was made (posted). Note that if you leave the "Adjustment Date To" field blank, it will default to the same date as the "Adjustment Date From," making your date range equal to that 1 day only. If entered, the "Adjustment Date To" cannot be greater than the current cycle date.

< **ASAP Sequence Number** (detail screen) - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

Date - the date the transaction was posted.

Terminal ID - the PC connection or User ID that originated the adjustment.

Sequence # - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

- **S -** An abbreviation for “Select” on the summary screen. Typing an “S” in this field next to an adjustment transaction and pressing Enter allows you to view detail information on that transaction.

- **Date** and **Time** - Displayed on the summary screen, the date and time the adjustment was made.

- **NBR ITM** -An abbreviation for “Number of Items” on the summary screen. This field displays how many increase/decrease items make up the adjustment.

- **Adjustment Total** -the total amount of money transferred in an adjustment, which is the same as the Total Increases or Total Decreases for an adjustment. Abbreviated as “Adjstmnt Total” on the detail screen.

- **Adjustment Initiator** - the User ID of the individual who made the adjustment. Abbreviated as “Adjstmnt Initiator” on the detail screen.

- **Adjustment Reason** - a description or other annotation of the adjustment, if any was entered when the adjustment was made.

- **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.

- **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.

- **ITM #** - sequential numbers assigned by the system to each item within an adjustment when the adjustment was posted.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Book Entry Adjustment inquiry feature.

There is one example in this section that describes how to inquire on all Book Entry adjustments for a given date range. All users should complete the steps shown in this example.

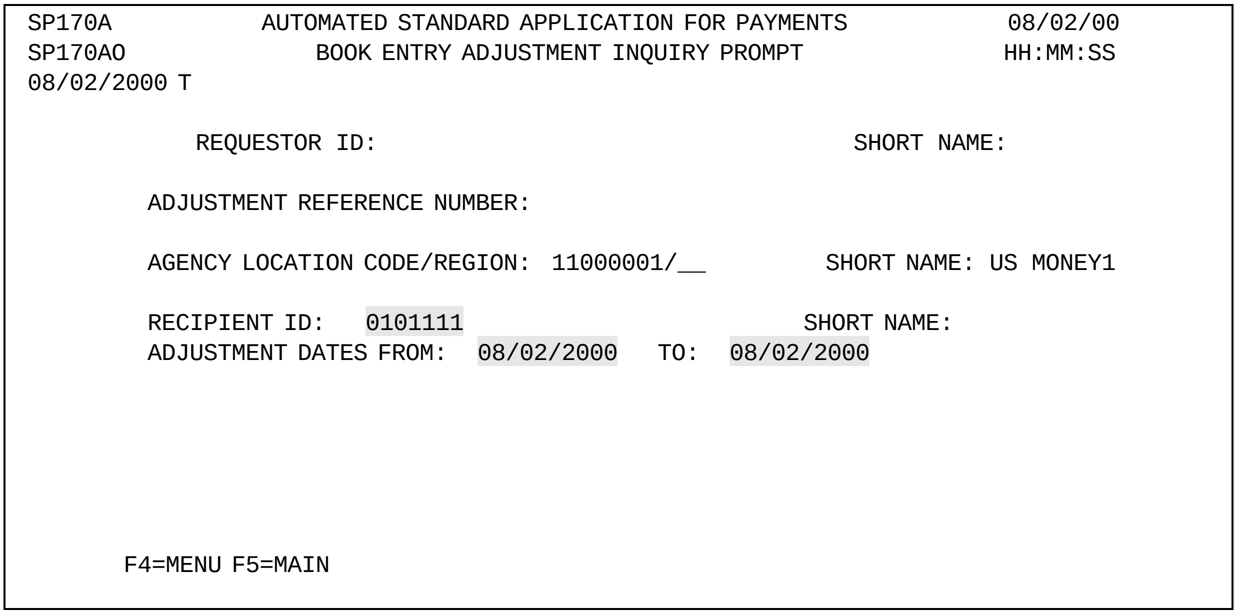
EXAMPLE

Use the Book Entry Adjustment Inquiry feature to view transactions made to your ASAP accounts within a specified date range.

- Recipient ID
- Date Range

STEP 1: ACTION

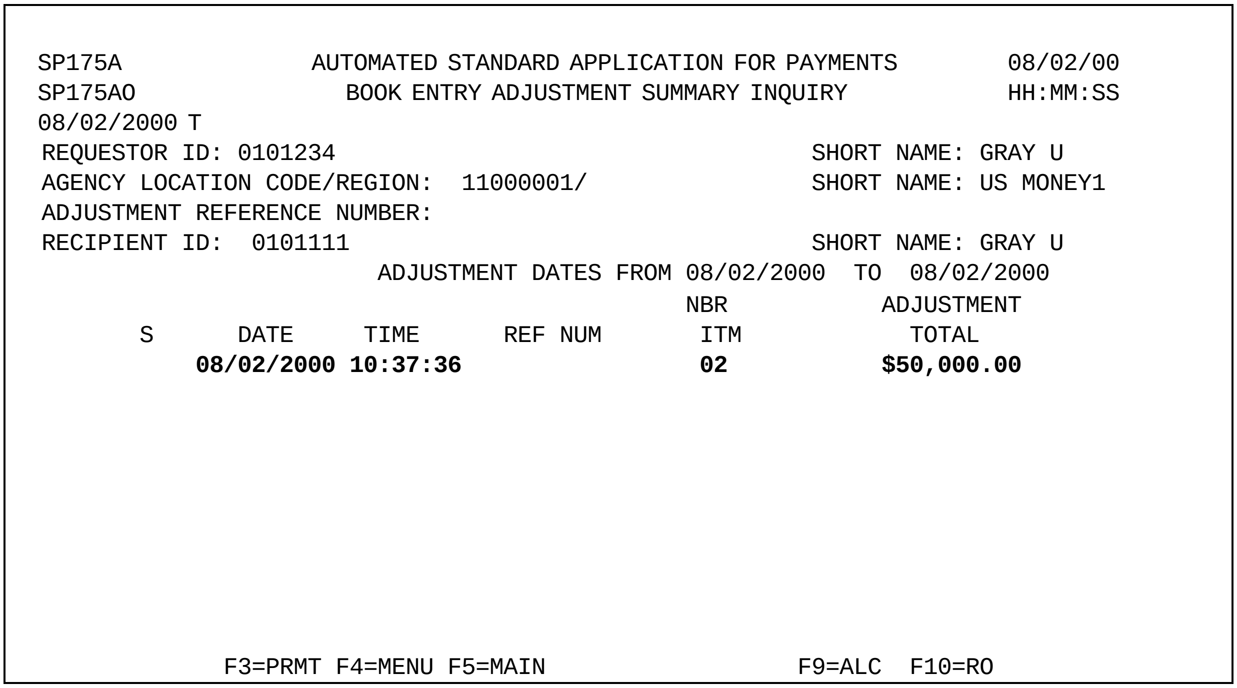
After selecting menu option 12 from the Inquiry menu, you will see the Book Entry Adjustment Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.



```
SP170A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP170AO             BOOK ENTRY ADJUSTMENT INQUIRY PROMPT              HH:MM:SS
08/02/2000 T

            REQUESTOR ID:                                  SHORT NAME:

        ADJUSTMENT REFERENCE NUMBER:

        AGENCY LOCATION CODE/REGION:  11000001/__        SHORT NAME: US MONEY1

        RECIPIENT ID:   0101111                        SHORT NAME:
        ADJUSTMENT DATES FROM:  08/02/2000   TO:  08/02/2000





       F4=MENU F5=MAIN
```

STEP 1: RESULT

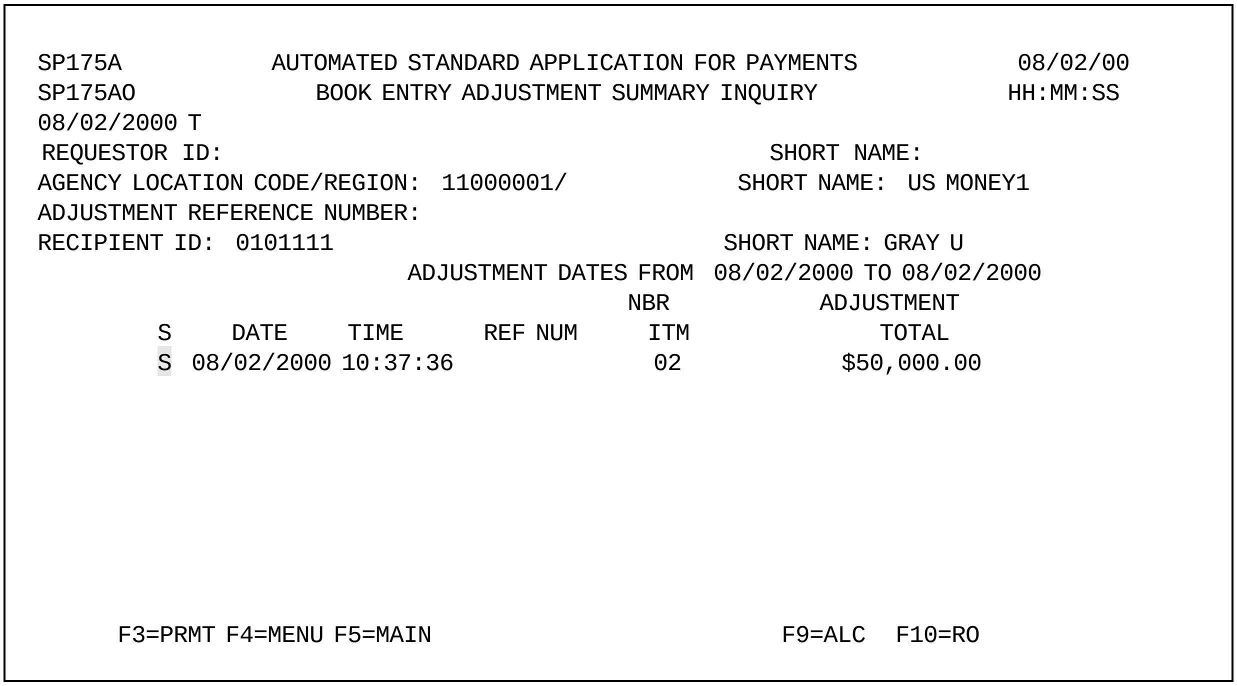
The following screen appears, with the Summary Book Entry Adjustment information for criteria specified on the prompt screen.



```
SP175A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP175AO               BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY           HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234                                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:  11000001/                    SHORT NAME: US MONEY1
ADJUSTMENT REFERENCE NUMBER:
RECIPIENT ID:  0101111                                     SHORT NAME: GRAY U
                        ADJUSTMENT DATES FROM 08/02/2000  TO  08/02/2000
                                                NBR           ADJUSTMENT
       S      DATE     TIME      REF NUM         ITM            TOTAL
           08/02/2000 10:37:36                   02           $50,000.00






              F3=PRMT F4=MENU F5=MAIN                  F9=ALC  F10=RO
```

STEP 2: ACTION

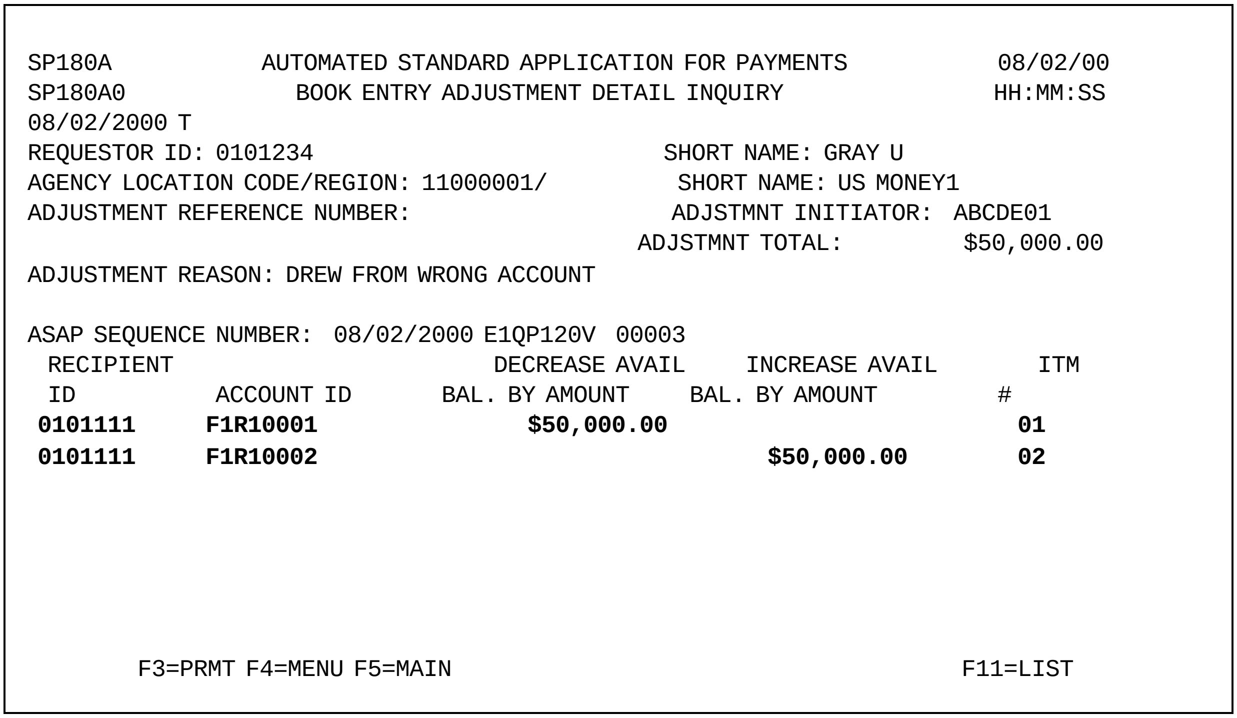
Type the letter S in the select field and press Enter.



```
SP175A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP175AO             BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY             HH:MM:SS
08/02/2000 T
 REQUESTOR ID:                                        SHORT NAME:
AGENCY LOCATION CODE/REGION:  11000001/            SHORT NAME:  US MONEY1
ADJUSTMENT REFERENCE NUMBER:
RECIPIENT ID:  0101111                            SHORT NAME: GRAY U
                           ADJUSTMENT DATES FROM  08/02/2000 TO 08/02/2000
                                         NBR          ADJUSTMENT
         S     DATE     TIME      REF NUM     ITM              TOTAL
         S  08/02/2000 10:37:36                02           $50,000.00



      F3=PRMT F4=MENU F5=MAIN                        F9=ALC   F10=RO
```

STEP 2: RESULT

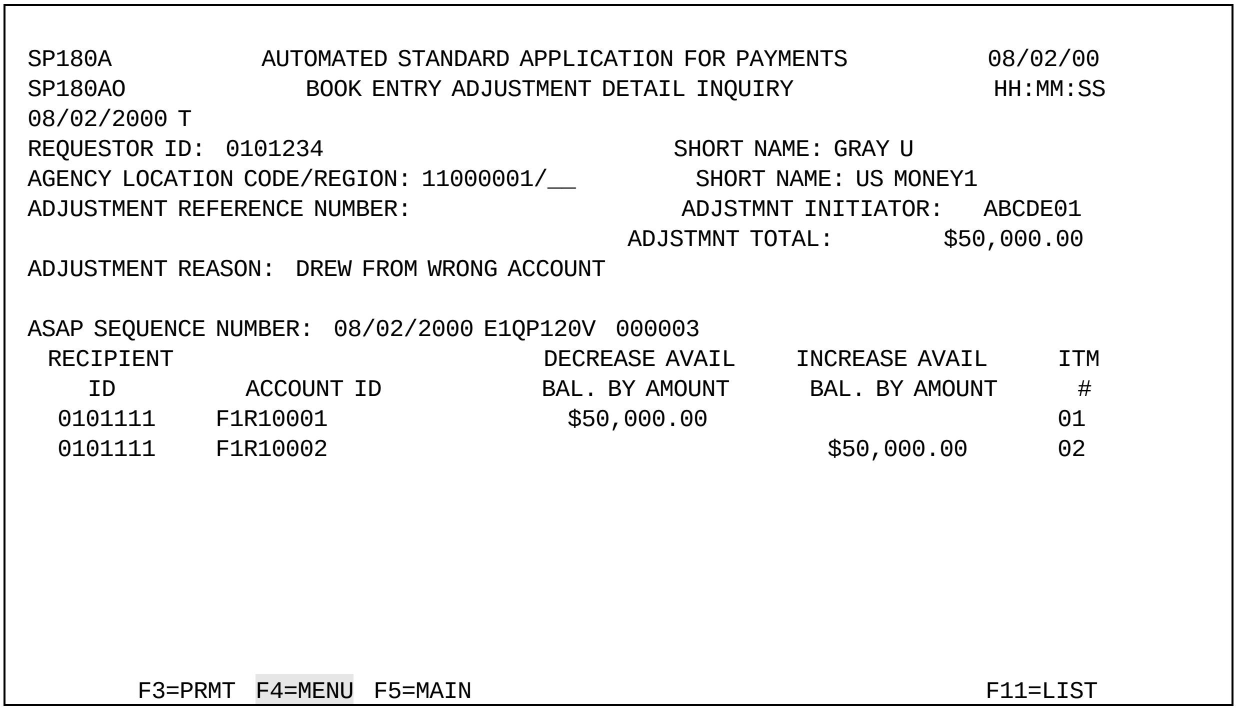
The following screen appears, displaying the detail information for the selected book entry transaction.



```
SP180A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP180A0             BOOK ENTRY ADJUSTMENT DETAIL INQUIRY             HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234                         SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/         SHORT NAME: US MONEY1
ADJUSTMENT REFERENCE NUMBER:                   ADJSTMNT INITIATOR:  ABCDE01
                                            ADJSTMNT TOTAL:        $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT

ASAP SEQUENCE NUMBER:  08/02/2000 E1QP120V  00003
 RECIPIENT                       DECREASE AVAIL     INCREASE AVAIL       ITM
 ID          ACCOUNT ID      BAL. BY AMOUNT     BAL. BY AMOUNT         #
0101111     F1R10001              $50,000.00                          01
0101111     F1R10002                                $50,000.00        02



        F3=PRMT F4=MENU F5=MAIN                                F11=LIST
```

STEP 3: ACTION

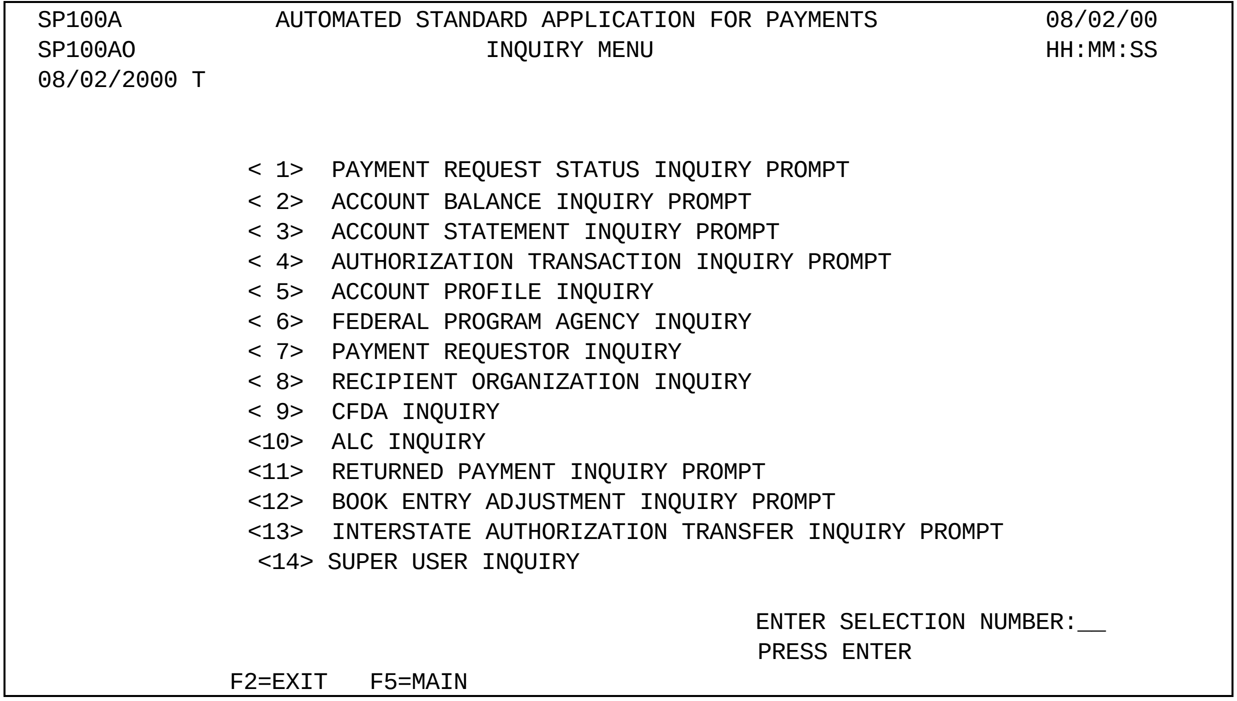
Press F4 to return to the Inquiry Menu.



```
SP180A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP180AO            BOOK ENTRY ADJUSTMENT DETAIL INQUIRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID:  0101234                            SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/__          SHORT NAME: US MONEY1
ADJUSTMENT REFERENCE NUMBER:                       ADJSTMNT INITIATOR:   ABCDE01
                                               ADJSTMNT TOTAL:        $50,000.00
ADJUSTMENT REASON:  DREW FROM WRONG ACCOUNT

ASAP SEQUENCE NUMBER:  08/02/2000 E1QP120V  000003
 RECIPIENT                           DECREASE AVAIL    INCREASE AVAIL     ITM
    ID          ACCOUNT ID           BAL. BY AMOUNT     BAL. BY AMOUNT      #
  0101111    F1R10001                  $50,000.00                         01
  0101111    F1R10002                                     $50,000.00      02







        F3=PRMT  F4=MENU  F5=MAIN                                   F11=LIST
```

STEP 3: RESULT

The Inquiry Menu appears.



```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP100AO                        INQUIRY MENU                          HH:MM:SS
08/02/2000 T


               < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
               < 2>  ACCOUNT BALANCE INQUIRY PROMPT
               < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
               < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
               < 5>  ACCOUNT PROFILE INQUIRY
               < 6>  FEDERAL PROGRAM AGENCY INQUIRY
               < 7>  PAYMENT REQUESTOR INQUIRY
               < 8>  RECIPIENT ORGANIZATION INQUIRY
               < 9>  CFDA INQUIRY
               <10>  ALC INQUIRY
               <11>  RETURNED PAYMENT INQUIRY PROMPT
               <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
               <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                <14> SUPER USER INQUIRY

                                                  ENTER SELECTION NUMBER:__
                                                  PRESS ENTER
              F2=EXIT   F5=MAIN
```

SECTION 10.10

SUPER USER INQUIRY

This feature allows you to inquire on Federal Department, Federal Bureau and State Super Users.

- Federal Department Super Users have a two-digit ASAP ID that allows them to inquire on all bureaus and Agency Location Codes associated with the Department.
- Federal Bureau Super Users have a four-digit ASAP ID that allows them to inquire on all Agency Location Codes associated with the Bureau.
- State Super Users have a two-character ASAP ID that allows them to inquire on activity for all Recipients and Requestors that have the same postal code and have an organization type of State Agency.

Profile information for Super Users is obtained during the enrollment process. RFC personnel review the enrollment package and enter the necessary information into ASAP.

HOW TO BUILD YOUR INQUIRY

Each Super User in ASAP is identified with a unique Super User ID. To inquire on a Super User, you specify the 2-4 character Super User ID and press Enter.

SCREEN FIELDS TO NOTE

The Super User profile includes the **full organization name**, **address**, **contact personnel** and **certifying official**. The profile also indicates what **type** of Super User the organization is: Federal Department, Federal Bureau or State.

GUIDE TO EXAMPLE

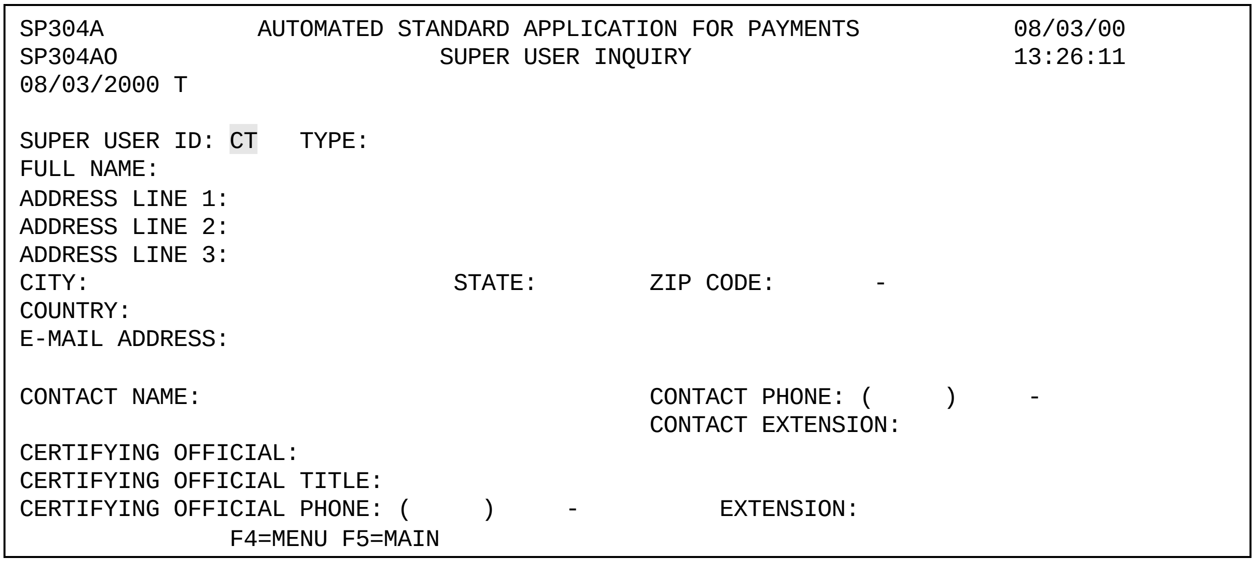
In this section, users will learn how to inquire on Super User Profiles. Review the following example.

EXAMPLE

Use the Super User Inquiry feature to view the profile of a State Super User.

STEP 1: ACTION

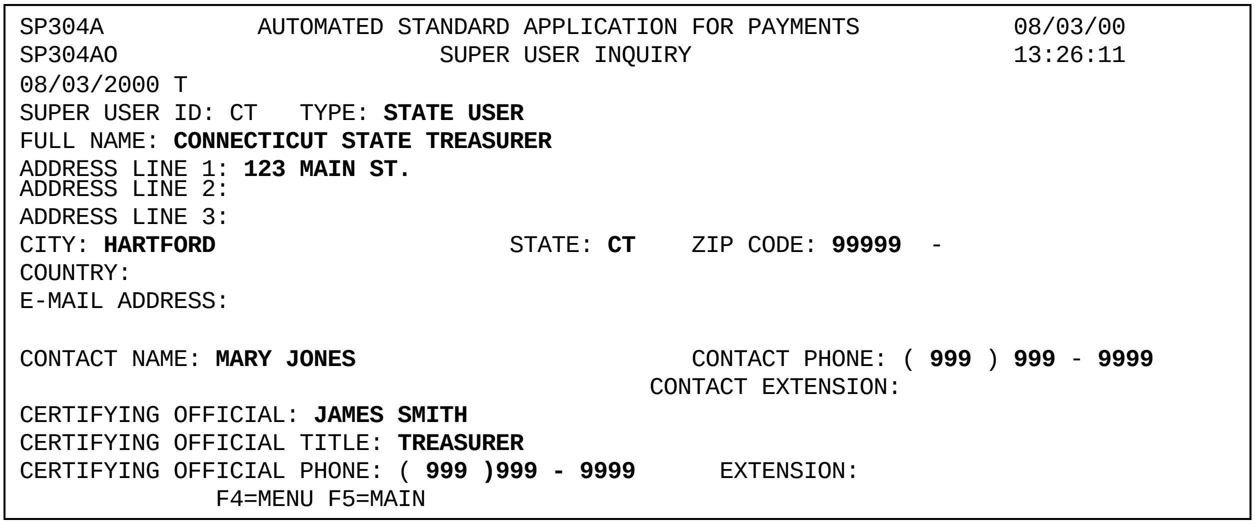
After selecting menu option 14 from the Inquiry Menu, you will see the Super User Inquiry screen. To inquire on a State Super User, type in the 2-character state code and press Enter.



```
SP304A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/03/00
SP304AO                       SUPER USER INQUIRY                       13:26:11
08/03/2000 T

SUPER USER ID: CT   TYPE:
FULL NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY:                          STATE:        ZIP CODE:       -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME:                                CONTACT PHONE: (     )     -
                                             CONTACT EXTENSION:
CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (     )     -          EXTENSION:
               F4=MENU F5=MAIN
```

STEP 1: RESULT

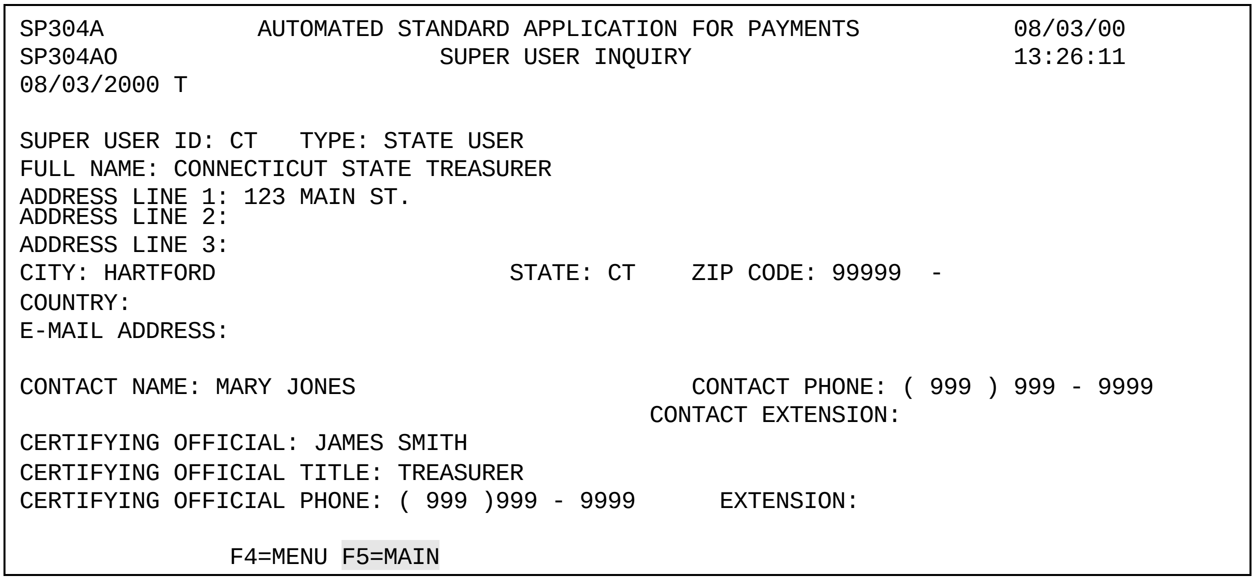
The State Super User profile information is displayed.



```
SP304A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/03/00
SP304AO                       SUPER USER INQUIRY                       13:26:11
08/03/2000 T
SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD                     STATE: CT    ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES                        CONTACT PHONE: ( 999 ) 999 - 9999
                                             CONTACT EXTENSION:
CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999      EXTENSION:
              F4=MENU F5=MAIN
```

STEP 2: ACTION

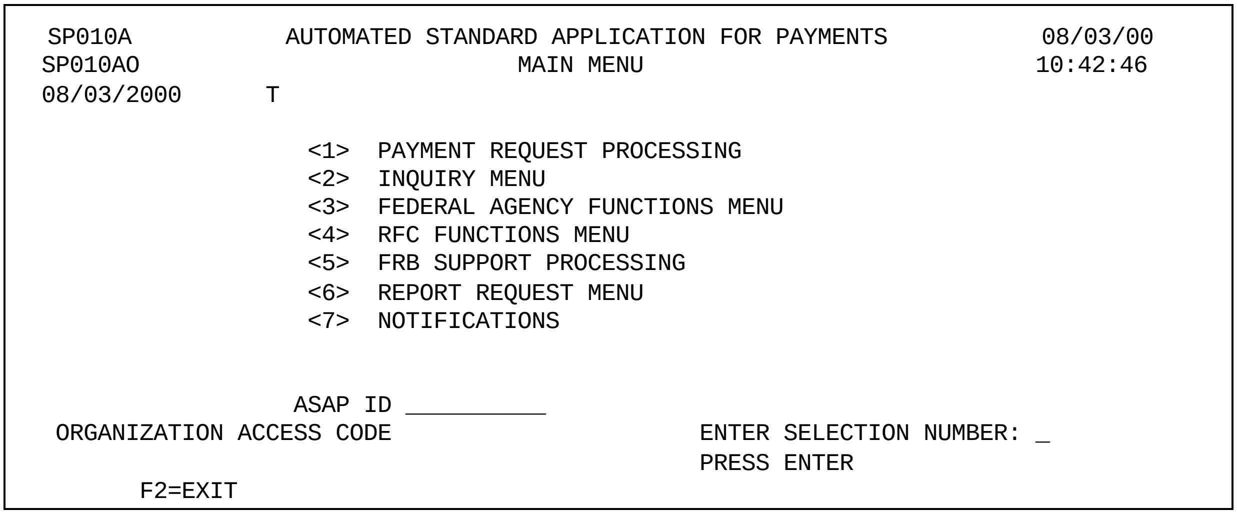
Press F5=MAIN to return to the Main Menu.



```
SP304A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
SP304AO                      SUPER USER INQUIRY                      13:26:11
08/03/2000 T

SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD                     STATE: CT    ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES                        CONTACT PHONE: ( 999 ) 999 - 9999
                                             CONTACT EXTENSION:
CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999      EXTENSION:

               F4=MENU F5=MAIN
```

STEP 2: RESULT

The Main Menu is displayed.



```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
SP010AO                           MAIN MENU                          10:42:46
08/03/2000      T

                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS


                   ASAP ID __________
 ORGANIZATION ACCESS CODE                      ENTER SELECTION NUMBER: _
                                               PRESS ENTER
       F2=EXIT
```

CHAPTER 11:

USER INITIATED REPORTS

PURPOSE

In this chapter, you will learn how to request each of five reports via the on-line ASAP system.

OVERVIEW

There are five reports which you may request via on-line screens in the ASAP system for delivery to your agency within 24 hours.

- The **Account Settlement Report** provides historical account activity information on individual ASAP accounts for a date range of any length.

- The **Report of Accounts with End Dates** lists all of your agency=s ASAP accounts which have an End Date, or last draw date, specified in the account profile.

- The **Summary of Deposit Tickets and Debit Vouchers** lists the deposit tickets and debit vouchers for all the business days in a 93-day date range limit. Days with no activity have dashes in the voucher number and amount columns.

- The **Cash Management Report** provides summary information sorted by ALC/Recipient ID/CFDA or ALC/Recipient ID/Account ID up to 367 calendar days..

  NOTE - These four reports may be received via either a Fedline terminal or a mainframe connection, or they may be automatically faxed by the ASAP system. Like the automatically generated reports, these reports are delivered in **print display format**.

- The **Data Retrieval Report** is designed to provide historical account activity information in a format readily loaded into a spreadsheet or read into a database. You may request a report on any or all of your ASAP accounts, specifying the transaction types and date range to be contained in the report.

  Unlike any of the other reports in ASAP, the Data Retrieval Report will be delivered to you as a flat file in **EBCDIC text-delimited format**. As such, this report file may only be delivered to those Federal Agencies which have a **mainframe** connection with ASAP. The flat file may not be delivered by fax or to a PC with Fedline software.

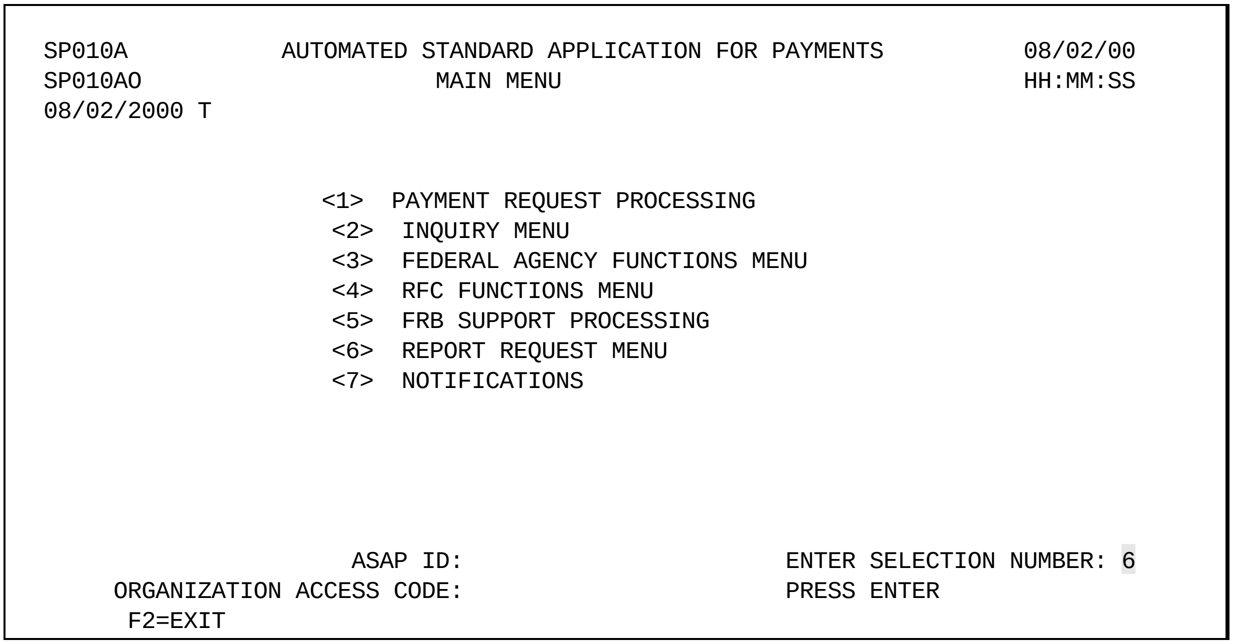
A complete description of each ASAP report is provided in the following sections.

GETTING STARTED

Each of the user initiated reports is available for request through the Report Request Menu option on the ASAP Main Menu.   See the example on the following page.

ACTION:

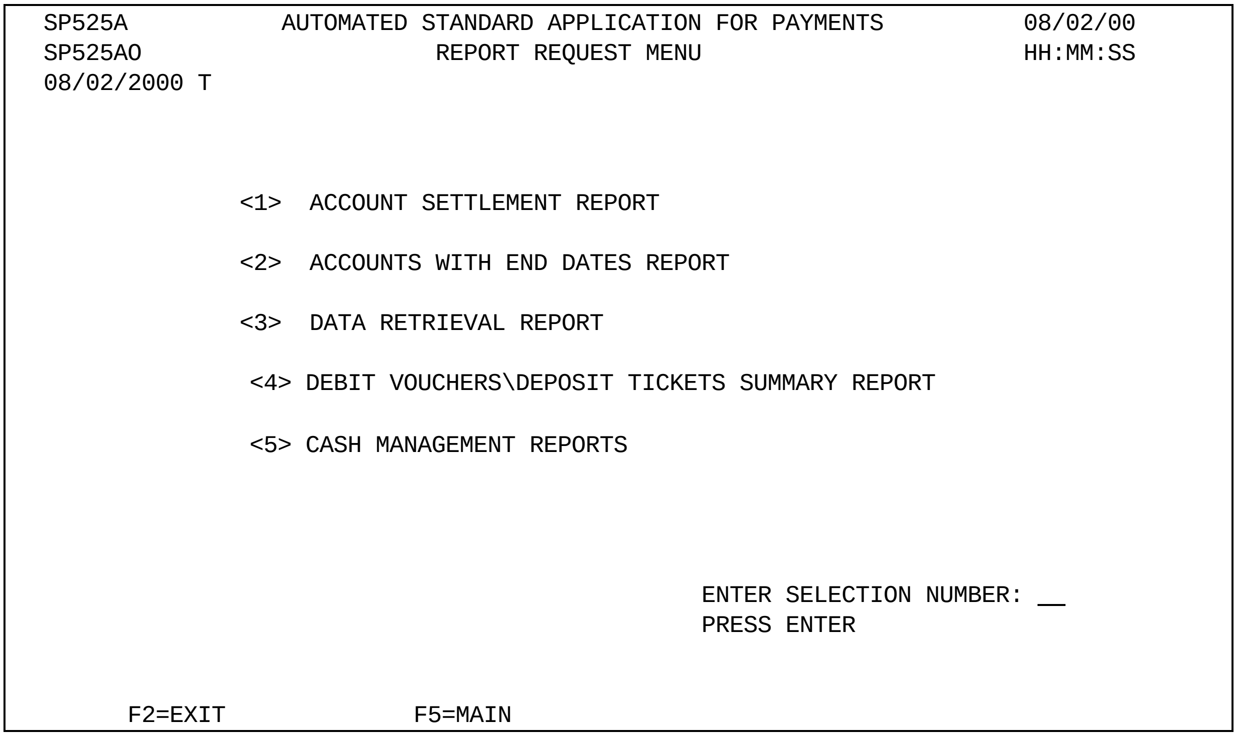
On the Main Menu, type 6 for Report Request Menu and press Enter.



```
SP010A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010AO                     MAIN MENU                                 HH:MM:SS
08/02/2000 T


                    <1>  PAYMENT REQUEST PROCESSING
                     <2>  INQUIRY MENU
                     <3>  FEDERAL AGENCY FUNCTIONS MENU
                     <4>  RFC FUNCTIONS MENU
                     <5>  FRB SUPPORT PROCESSING
                     <6>  REPORT REQUEST MENU
                     <7>  NOTIFICATIONS





                      ASAP ID:                        ENTER SELECTION NUMBER: 6
     ORGANIZATION ACCESS CODE:                        PRESS ENTER
      F2=EXIT
```

RESULT:

The Report Request Menu appears.



```
SP525A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO                     REPORT REQUEST MENU                       HH:MM:SS
08/02/2000 T



              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <3>  DATA RETRIEVAL REPORT

               <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

               <5> CASH MANAGEMENT REPORTS




                                                  ENTER SELECTION NUMBER: __
                                                  PRESS ENTER



      F2=EXIT             F5=MAIN
```

SECTION 11.1

ACCOUNT SETTLEMENT REPORT

The Account Settlement Report supplements the on-line Account Statement Inquiry feature in ASAP. Each allows you to view activity against any of your ASAP accounts, but the information is slightly different in each.

The Account Settlement Report presents the beginning balance, ending balance, and transactions that affected an ASAP account=s available balance for a specified time period. You may request the Account Settlement Report for **any period of time** in the account=s history, provided the period does not extend beyond the current date. You may request the entire history for an account at once, from the date of the first account activity up through the current date, or you may specify a date range of any length from a single day upward in the account=s existence. The lack of restrictions on date range is **one key difference** between the Account Settlement Report and the Account Statement Inquiry.

Transactions displayed on the Account Settlement Report include **applied authorizations** (increases and decreases), **settled payment requests**, **book entry adjustments,** and **returned payments**. The transactions appear in ascending order according to the date and time associated with the transaction, as described below.

Authorization transactions are shown on the Account Settlement Report by **applied date**, which is the date on which the transaction updates an account=s available balance in ASAP. Increased authorizations appear as **positive** amounts, and decreased authorizations appear as **negative** amounts. Authorization transactions effective on a future date do not appear on the Account Settlement Report. Future-dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

Payment transactions or draws are reflected on the Account Settlement Report when the payment has settled at the receiving financial institution. Use of the **settlement date** for draws on the Account Settlement Report is **another key difference** from the Account Statement Inquiry, which uses the date the payment request was approved in ASAP. Also, on the Account Settlement Report ordinary draws appear as **negative** amounts because they represent an amount moving out of an ASAP account, whereas “negative draw” adjustments appear as **positive** amounts because they represent amounts moving into an ASAP account.

Book Entry Adjustments, which move funds between ASAP accounts within a given ALC/Region, are also reflected in the Account Settlement Report. A book entry increase to the available balance of an account appears as a **positive** amount, and a book entry decrease to the available balance appears as a **negative** amount.

Interstate Authorization Transactions are used by the Unemployment Trust Fund and are discussed in a supplementary manual.

Returned Payments are ASAP payments returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Settlement Report on the date the returned payment was **classified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. Classified returned payments appear as **positive** amounts. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Returned payments that are reclassified INTO an account will be positive amounts and returned payments that are reclassified OUT of an account will be negative amounts.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the Account Settlement Report and/or the prompt screen:

< **From** and **To** dates - On the prompt and the report, this is the date range for which you request an Account Settlement Report. If you want to see the entire history of an account on the report without specifying a date range, type “all ” in the field labeled **ALL** on the prompt.

< **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify “F” for fax and provide a fax number, the report will be sent to that fax machine.

If you specify “B” for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.

If you specify “B” for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

< **Trans** - On the report, this column indicates the transaction type of an amount. Values are:
AU - applied authorization transactions
PY - settled payment requests
BE - posted book entry adjustments
RP - classified returned payments
IT - interstate authorization transfers

< **Balance** - On the report, this column indicates the **actual** balance of funds in the ASAP account as of the date shown.

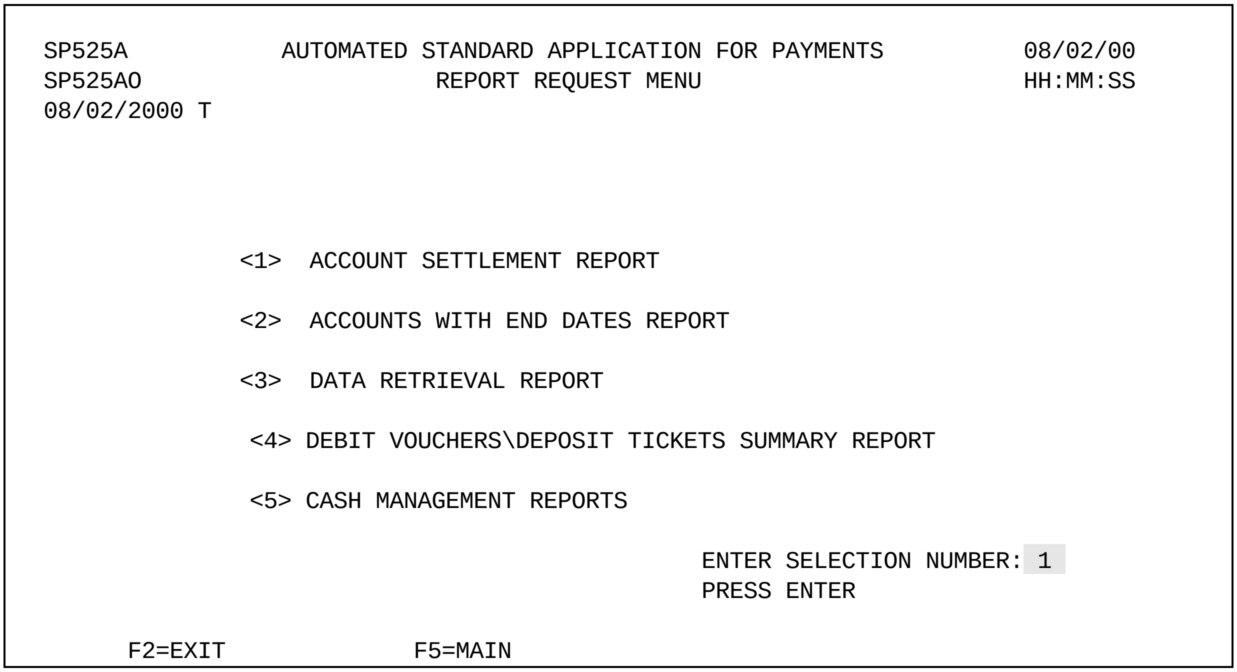
The following Example illustrates how to request an Account Settlement Report.

EXAMPLE

In this example we will request an Account Settlement Report for a specified date range. At the end of the example you will find a layout of the resulting report.

STEP 1: ACTION

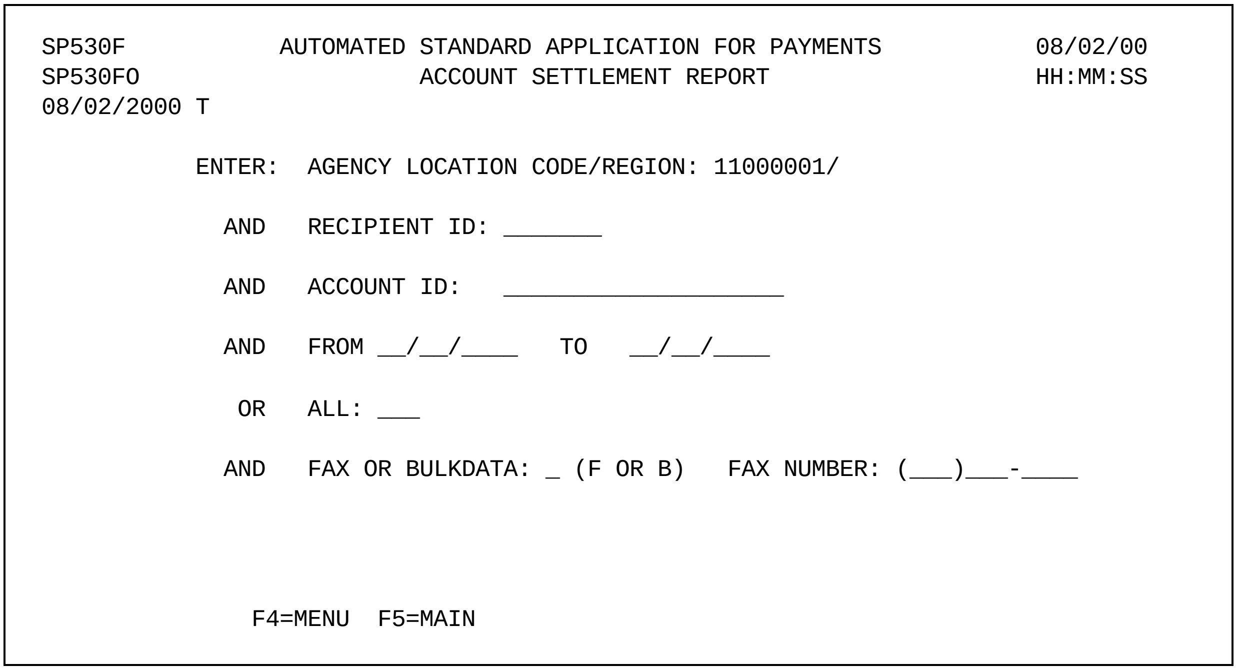
After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 1 and press Enter.



```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO                    REPORT REQUEST MENU                       HH:MM:SS
08/02/2000 T




              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <3>  DATA RETRIEVAL REPORT

               <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

               <5> CASH MANAGEMENT REPORTS

                                             ENTER SELECTION NUMBER: 1
                                             PRESS ENTER

      F2=EXIT             F5=MAIN
```

STEP 1: RESULT

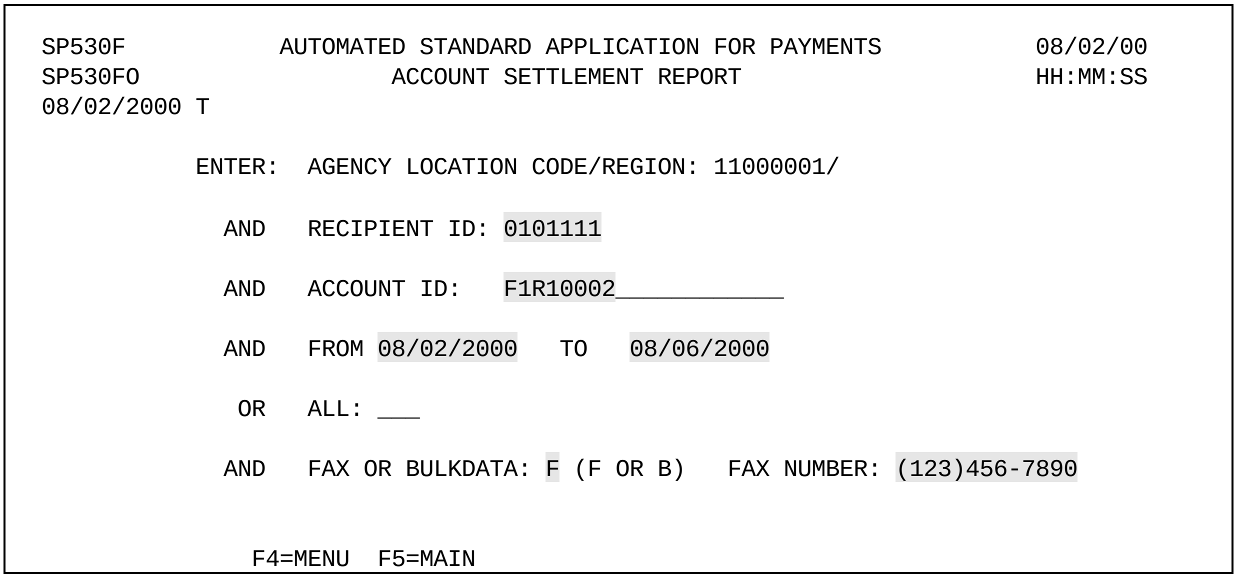
The following screen appears.



```
SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO                   ACCOUNT SETTLEMENT REPORT                  HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND   RECIPIENT ID: _______

             AND   ACCOUNT ID:   ____________________

             AND   FROM __/__/____   TO   __/__/____

              OR   ALL: ___

             AND   FAX OR BULKDATA: _ (F OR B)   FAX NUMBER: (___)___-____



               F4=MENU  F5=MAIN
```

STEP 2: ACTION

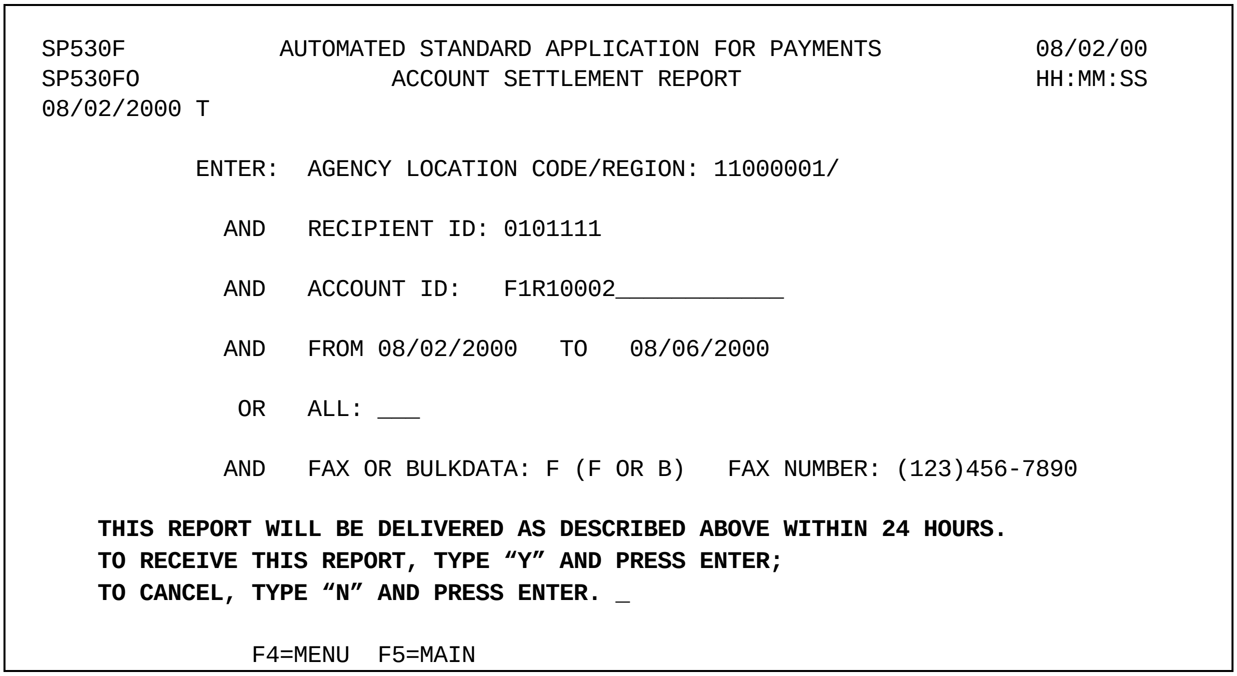
Specify the account whose activity you wish to see, along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.



```
SP530F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP530FO                  ACCOUNT SETTLEMENT REPORT                     HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND   RECIPIENT ID: 0101111

             AND   ACCOUNT ID:   F1R10002____________

             AND   FROM 08/02/2000   TO   08/06/2000

              OR   ALL: ___

             AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890


               F4=MENU  F5=MAIN
```

STEP 2: RESULT

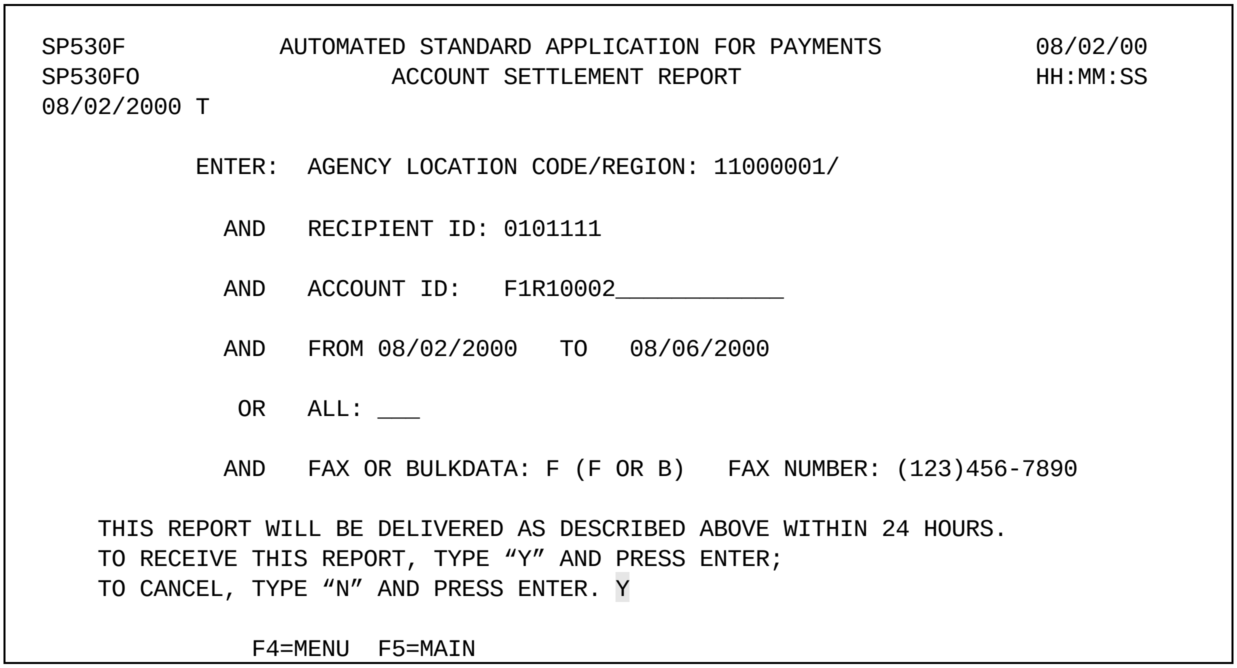
A message at the bottom of the screen asks you to confirm your request .



```
SP530F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP530FO                  ACCOUNT SETTLEMENT REPORT                     HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND   RECIPIENT ID: 0101111

             AND   ACCOUNT ID:   F1R10002____________

             AND   FROM 08/02/2000   TO   08/06/2000

              OR   ALL: ___

             AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

    THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
    TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER;
    TO CANCEL, TYPE “N” AND PRESS ENTER. _

               F4=MENU  F5=MAIN
```

STEP 3: ACTION

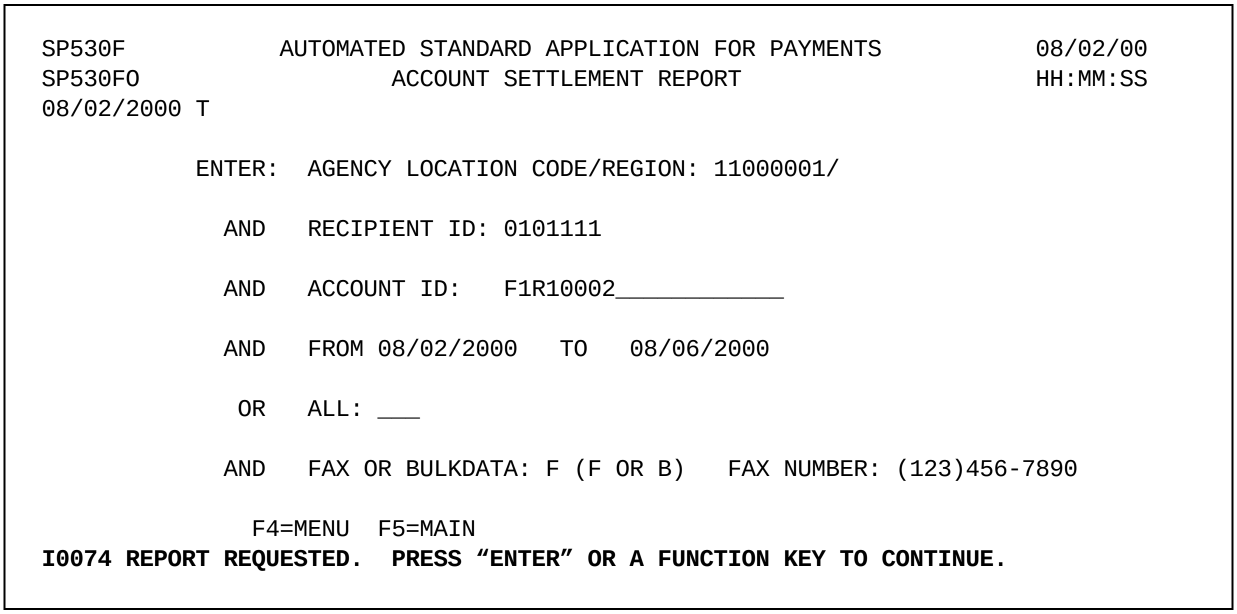
Type Y to confirm and press Enter.



```
SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO                 ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND   RECIPIENT ID: 0101111

             AND   ACCOUNT ID:   F1R10002____________

             AND   FROM 08/02/2000   TO   08/06/2000

              OR   ALL: ___

             AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

    THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
    TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER;
    TO CANCEL, TYPE “N” AND PRESS ENTER. Y

               F4=MENU  F5=MAIN
```

STEP 3: RESULT

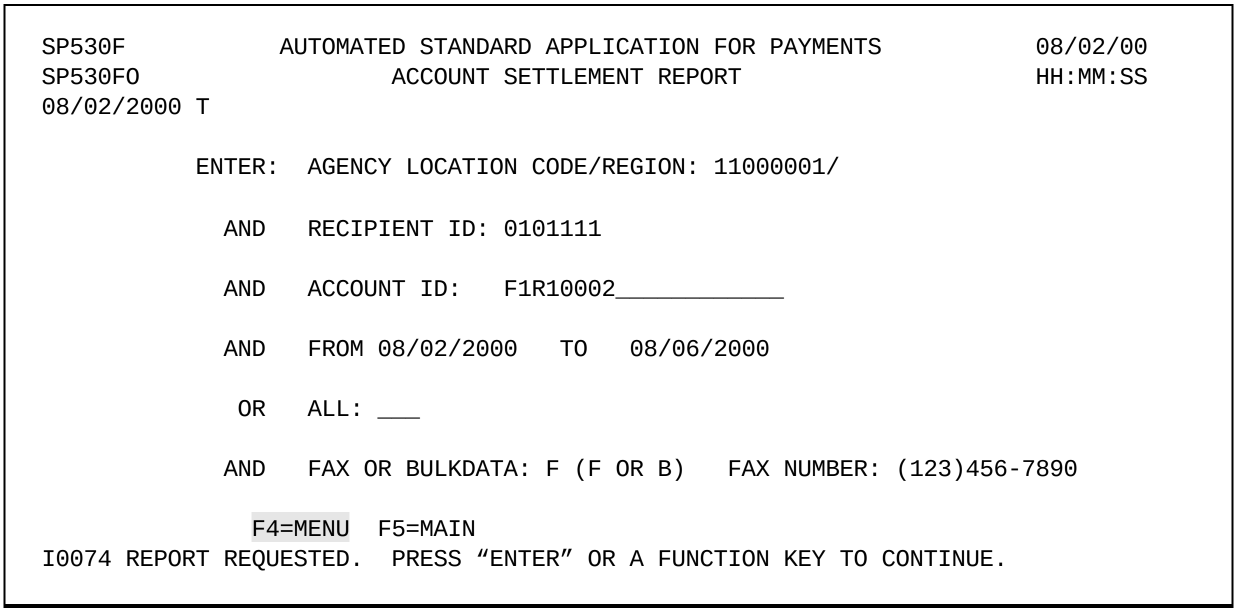
Another message now informs you that your request is accepted.



```
SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO                 ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND   RECIPIENT ID: 0101111

             AND   ACCOUNT ID:   F1R10002____________

             AND   FROM 08/02/2000   TO   08/06/2000

              OR   ALL: ___

             AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

               F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

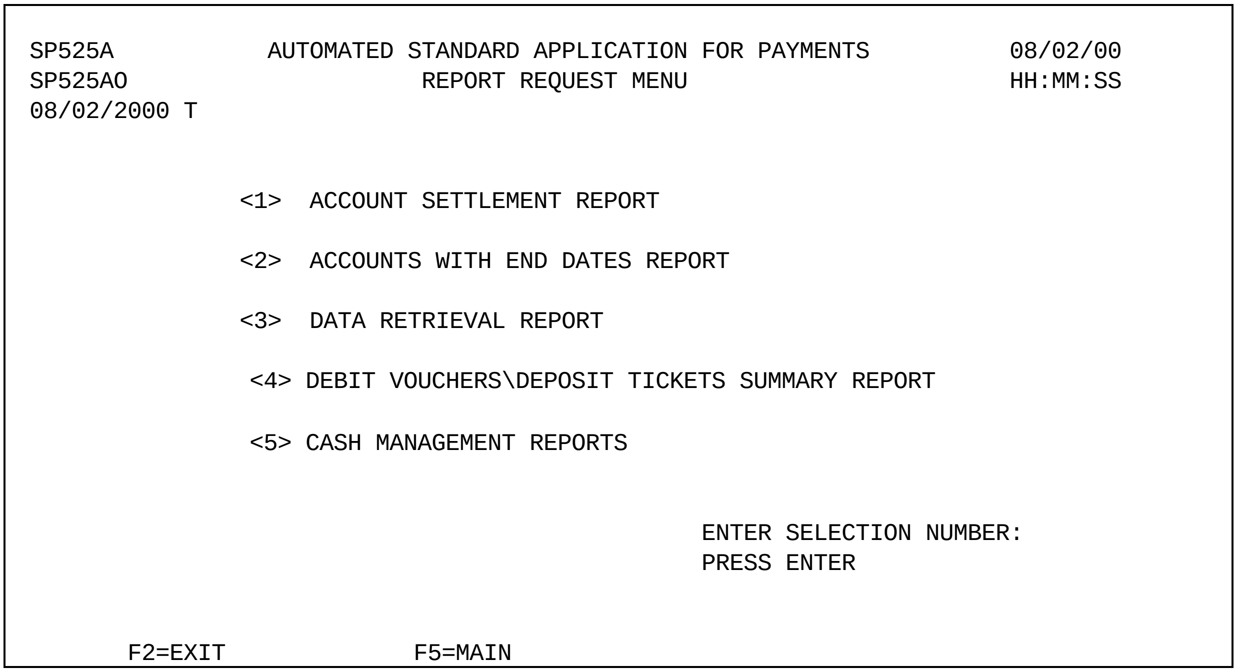
If you wanted to request more reports, either for this account for other time periods or for other accounts and time periods, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.



```
SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO                 ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND   RECIPIENT ID: 0101111

             AND   ACCOUNT ID:   F1R10002____________

             AND   FROM 08/02/2000   TO   08/06/2000

              OR   ALL: ___

             AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

               F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Report Request Menu appears.



```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO                     REPORT REQUEST MENU                      HH:MM:SS
08/02/2000 T


                <1>  ACCOUNT SETTLEMENT REPORT

                <2>  ACCOUNTS WITH END DATES REPORT

                <3>  DATA RETRIEVAL REPORT

                 <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                 <5> CASH MANAGEMENT REPORTS


                                               ENTER SELECTION NUMBER:
                                               PRESS ENTER


       F2=EXIT             F5=MAIN
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report that was requested.

```
RUN DATE: 08/02/00    AUTOMATED STANDARD APPLICATION FOR PAYMENTS PROGRAM:SPPQ937U
RUN TIME: 21:45:15             ACCOUNT SETTLEMENT REPORT               PAGE:   1

AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US MONEY 1
RECIPIENT ID: 0101111                       SHORT NAME: GRAY U
ACCOUNT ID: F1R10002

                     FROM: 08/02/2000   TO   08/06/2000
 SETTLEMENT/
 APPLIED DATE    TRANS      AUTHORIZATIONS         DRAWS/RP/BE            BALANCE

 08/02/2000      BAL FWD                                                      0.00
 08/02/2000      AU            500,000.00                               500,000.00
 08/02/2000      PY                                -100,000.00          400,000.00
 08/02/2000      BE                                  50,000.00          450,000.00
 08/06/2000      PY                                  -5,000.00          445,000.00
 08/06/2000      PY                                 -25,000.00          420,000.00
 08/06/2000      PY                                  -1,000.00          419,000.00
 08/06/2000      PY                                  -1,000.00          418,000.00
 08/06/2000      PY                                  -1,000.00          417,000.00
 08/06/2000      PY                                  10,000.00          427,000.00

  TOTALS:                      500,000.00           -73,000.00




                * * * * * * * * * * END OF REPORT * * * * * * * * * *
```

SECTION 11.2

REPORT OF ACCOUNTS WITH END DATES

The Report of Accounts with End Dates lists all ASAP accounts pertaining to your agency which have an End Date, or last draw date, specified in the account profile.

The Federal Agency which builds and maintains an ASAP account may choose to include an End Date as part of the account profile. The End Date indicates the last day on which a recipient may draw funds from a particular ASAP account. If an account has an End Date, the ASAP system will automatically change that account's status to Suspended when the system opens on the business day following the End Date. Payment requests and book entry adjustments may not be made against suspended accounts.

Note the distinction between an **End Date** and a **Budget Period End Date**, which also appears on the account profile. The Budget Period End Date may be used by the Federal Agency to indicate the end of a time frame important to the grant or assistance agreement behind an ASAP account. One example for the use of the Budget Period End Date would be to indicate the last date on which a recipient may incur expenses under a grant or assistance agreement for later reimbursement. Within ASAP, the Budget Period End Date is strictly for information, and it does not appear on this report.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

< **Requestor ID, Recipient ID** - These fields on the prompt screen allow you to specify a particular Payment Requestor and/or Recipient Organization to narrow the report results.

< **From** and **To** dates - On the prompt and the report, these fields indicate the date range within which End Dates may fall. If you leave both dates blank on the prompt, the system will search for End Dates greater than or equal to the current calendar date.

< **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

> If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.
>
> If you specify "B"for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.

If you specify “B” for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

< **Status** - On the report, indicates the account status as of the date of the report. Values are “O” for Open, “S” for Suspended, and “C” for Closed.

EXAMPLE

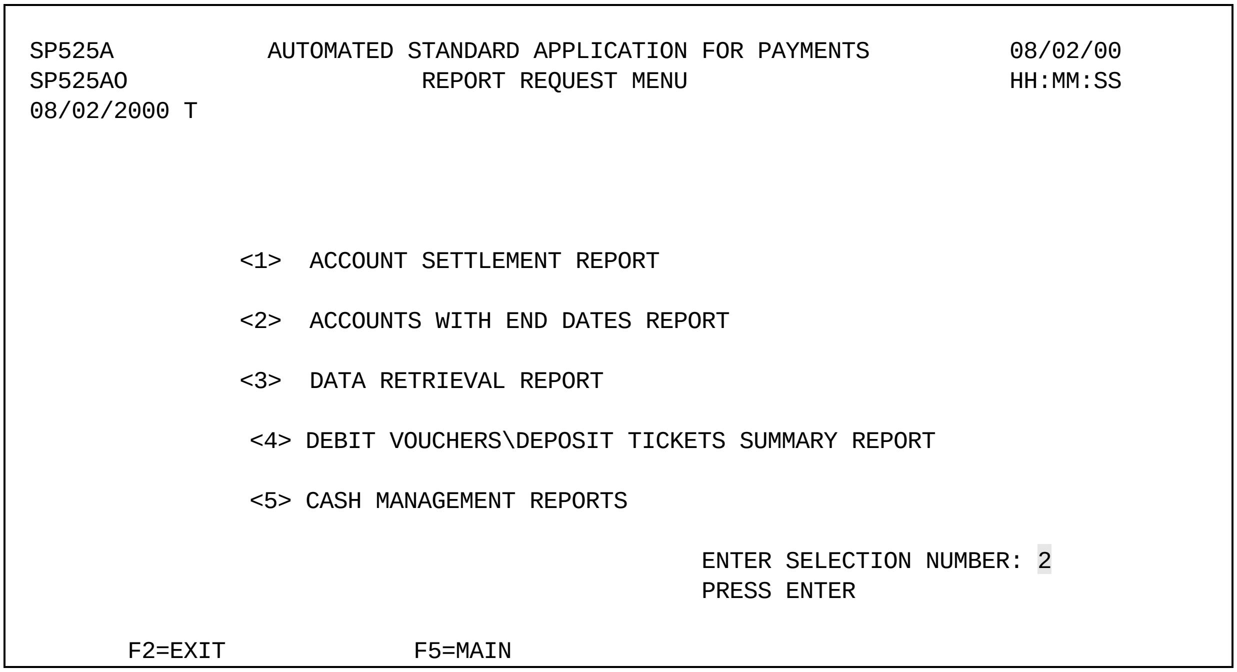
In this example we will request a report of Accounts with End Dates for a specified Recipient Organization and date range. At the end of the example you will find a layout of the resulting report.

One Recipient

Specified Date Range

STEP 1: ACTION

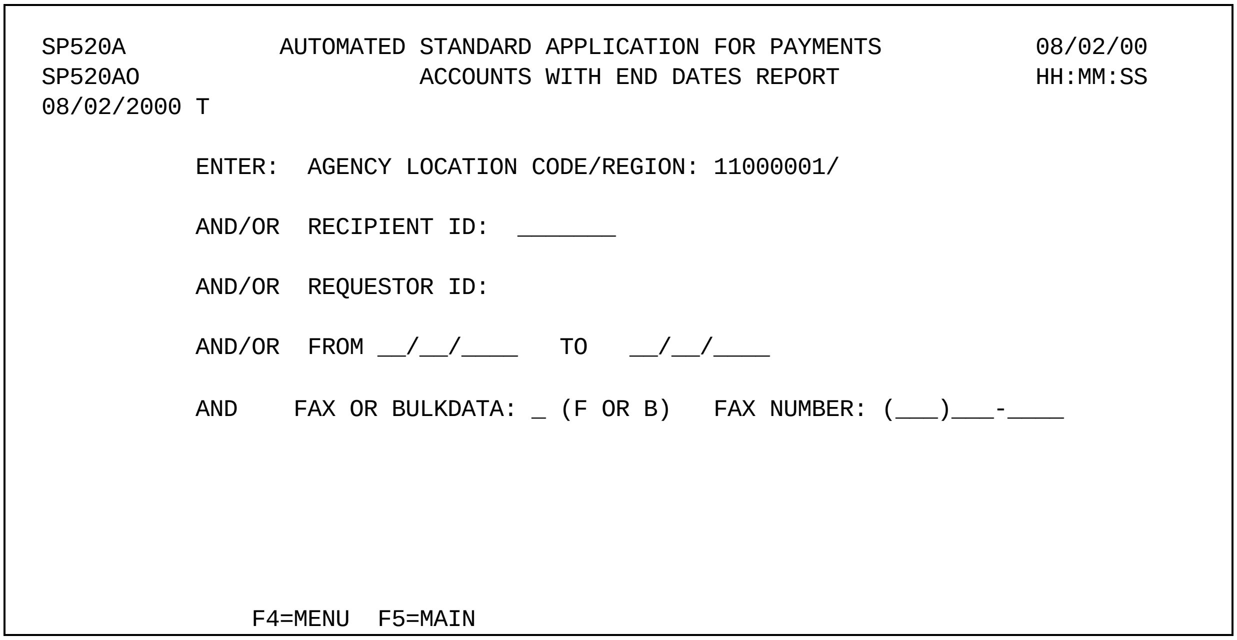
After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 2 and press Enter.



```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO                    REPORT REQUEST MENU                       HH:MM:SS
08/02/2000 T




               <1>  ACCOUNT SETTLEMENT REPORT

               <2>  ACCOUNTS WITH END DATES REPORT

               <3>  DATA RETRIEVAL REPORT

                <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                <5> CASH MANAGEMENT REPORTS

                                                ENTER SELECTION NUMBER: 2
                                                PRESS ENTER

       F2=EXIT             F5=MAIN
```

STEP 1: RESULT

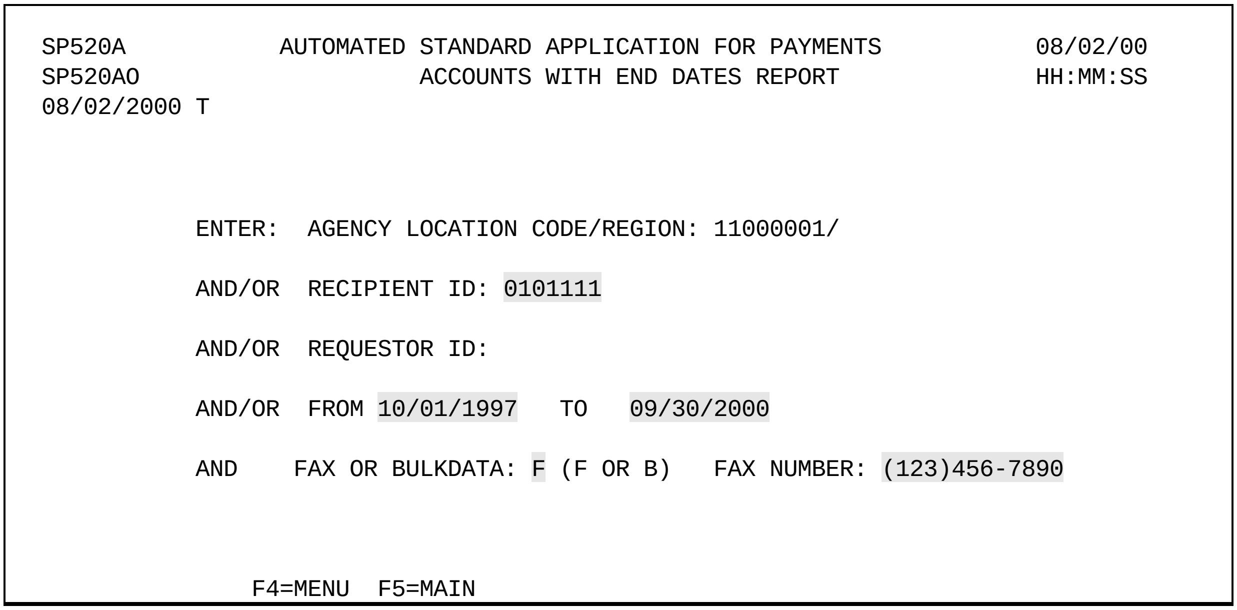
The following screen appears.



```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP520AO                   ACCOUNTS WITH END DATES REPORT             HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID:  _______

           AND/OR  REQUESTOR ID:

           AND/OR  FROM __/__/____   TO   __/__/____

           AND    FAX OR BULKDATA: _ (F OR B)   FAX NUMBER: (___)___-____




               F4=MENU  F5=MAIN
```

STEP 2: ACTION

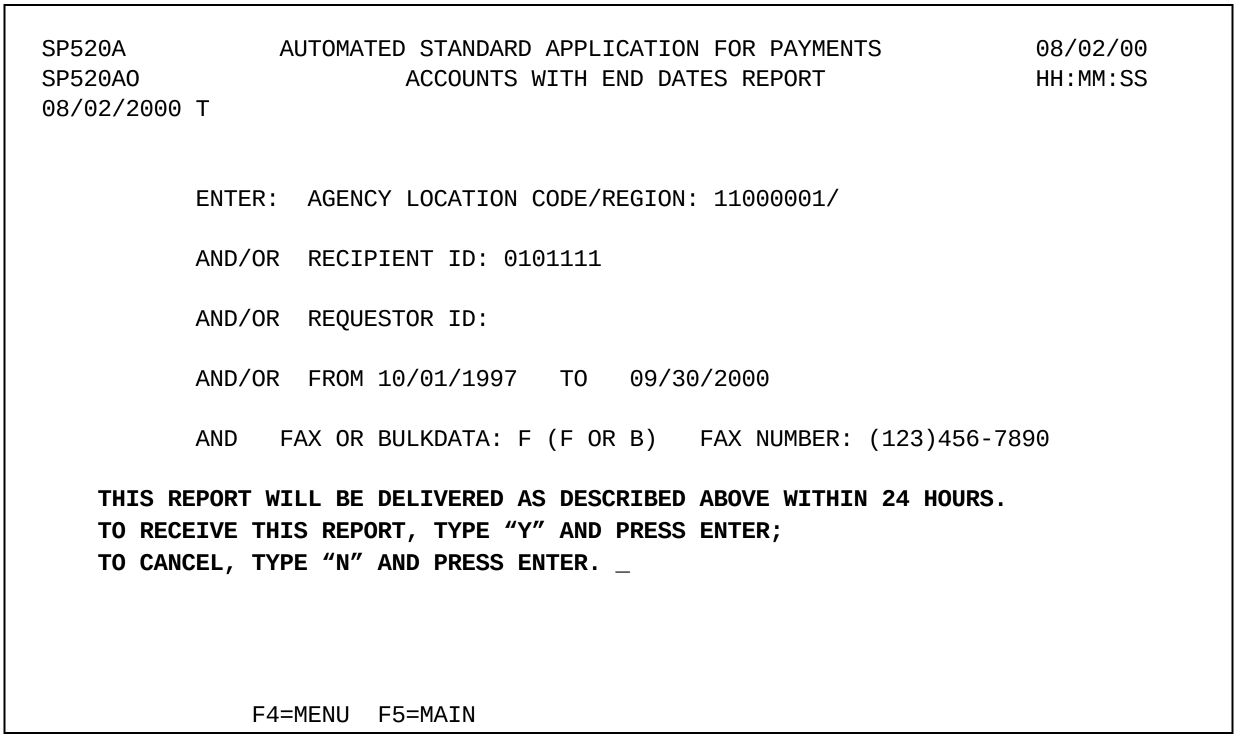
Fill in the fields below. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.



```
SP520A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP520AO                    ACCOUNTS WITH END DATES REPORT              HH:MM:SS
08/02/2000 T



           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID: 0101111

           AND/OR  REQUESTOR ID:

           AND/OR  FROM 10/01/1997   TO   09/30/2000

           AND    FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890



               F4=MENU  F5=MAIN
```

STEP 2: RESULT

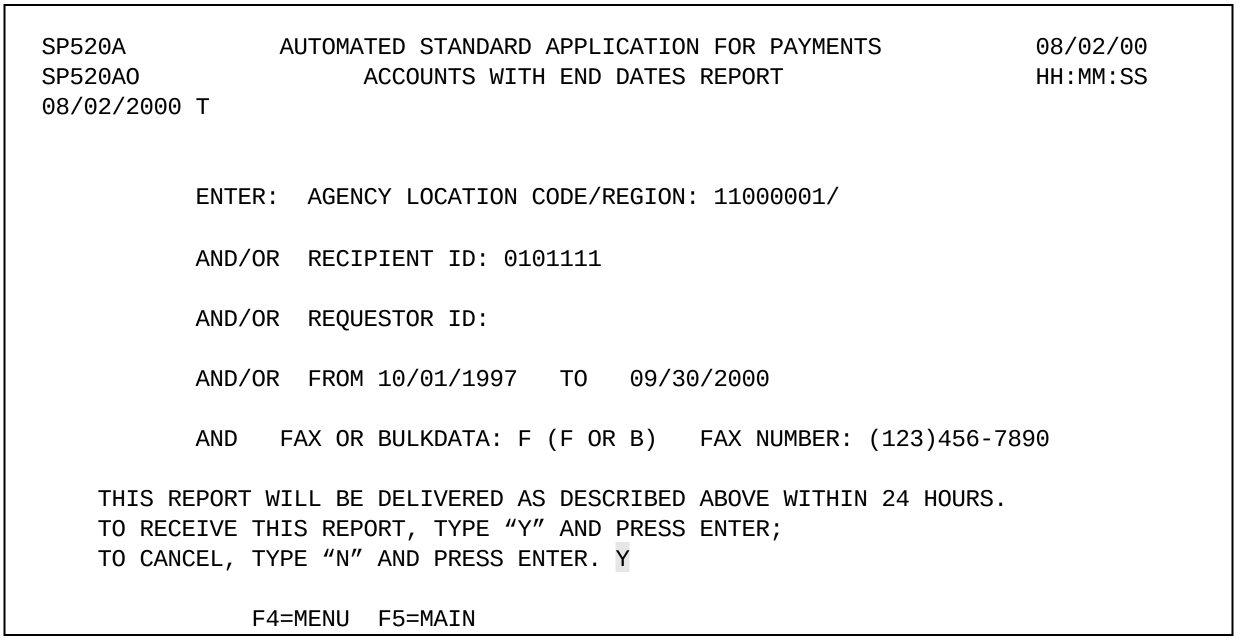
A message at the bottom of the screen asks you to confirm your request .



```
SP520A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP520AO                   ACCOUNTS WITH END DATES REPORT               HH:MM:SS
08/02/2000 T


           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID: 0101111

           AND/OR  REQUESTOR ID:

           AND/OR  FROM 10/01/1997   TO   09/30/2000

           AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

    THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
    TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER;
    TO CANCEL, TYPE “N” AND PRESS ENTER. _




               F4=MENU  F5=MAIN
```

STEP 3: ACTION

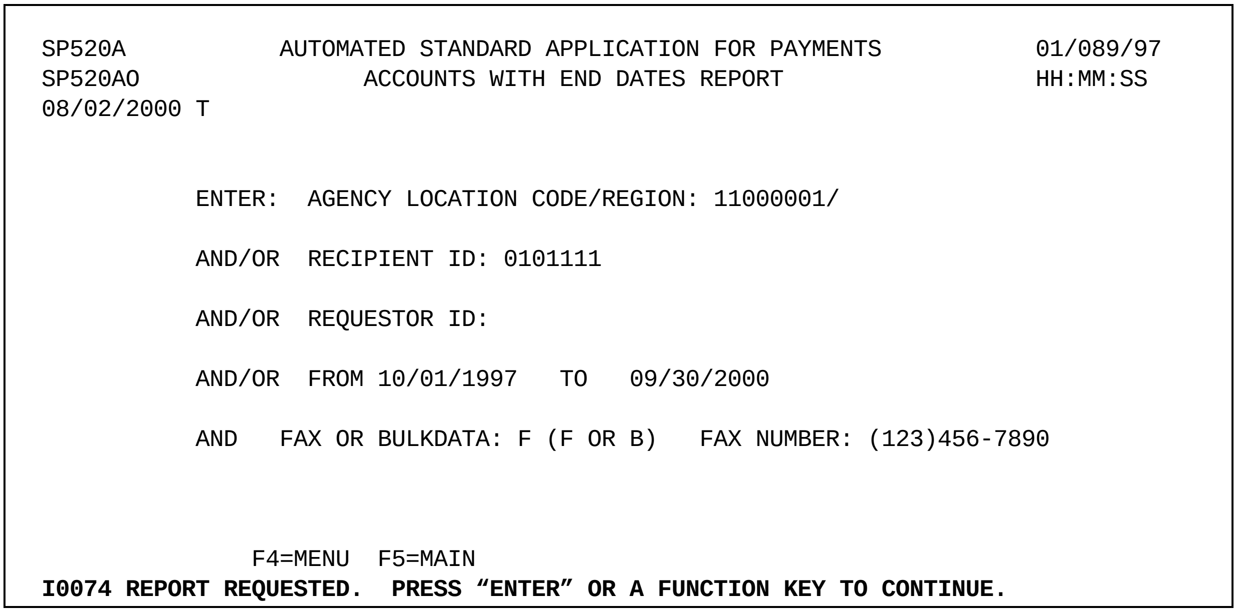
Type Y to confirm and press Enter.



```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP520AO               ACCOUNTS WITH END DATES REPORT                 HH:MM:SS
08/02/2000 T


           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID: 0101111

           AND/OR  REQUESTOR ID:

           AND/OR  FROM 10/01/1997   TO   09/30/2000

           AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

    THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
    TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER;
    TO CANCEL, TYPE “N” AND PRESS ENTER. Y

               F4=MENU  F5=MAIN
```

STEP 3: RESULT

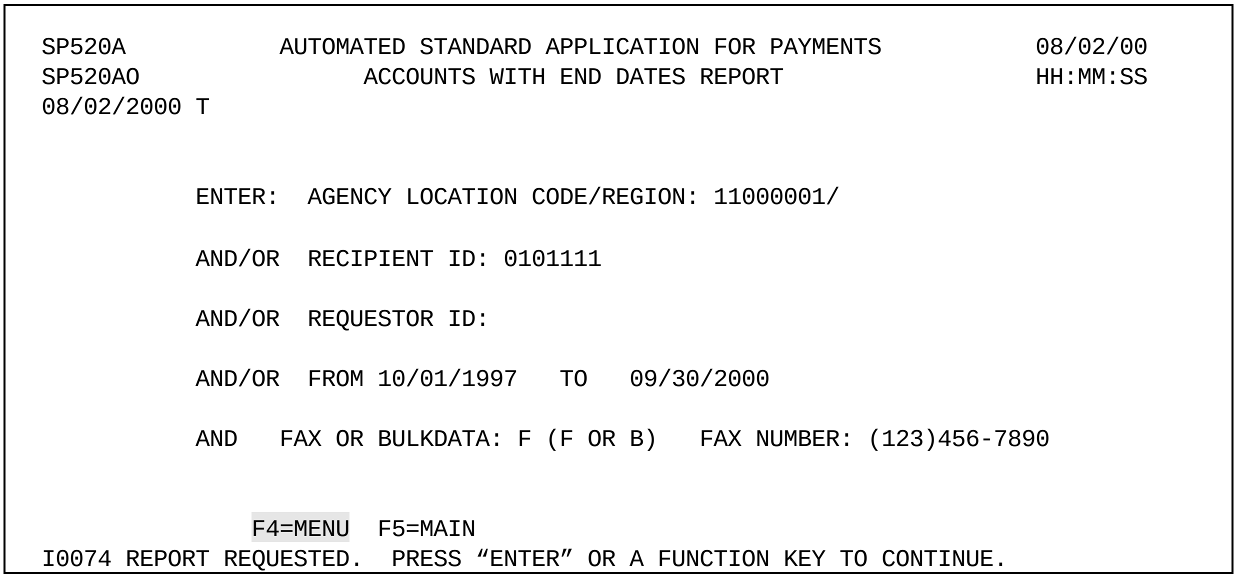
Another message now informs you that your request is accepted.



```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          01/089/97
SP520AO               ACCOUNTS WITH END DATES REPORT                 HH:MM:SS
08/02/2000 T


           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID: 0101111

           AND/OR  REQUESTOR ID:

           AND/OR  FROM 10/01/1997   TO   09/30/2000

           AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890



               F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

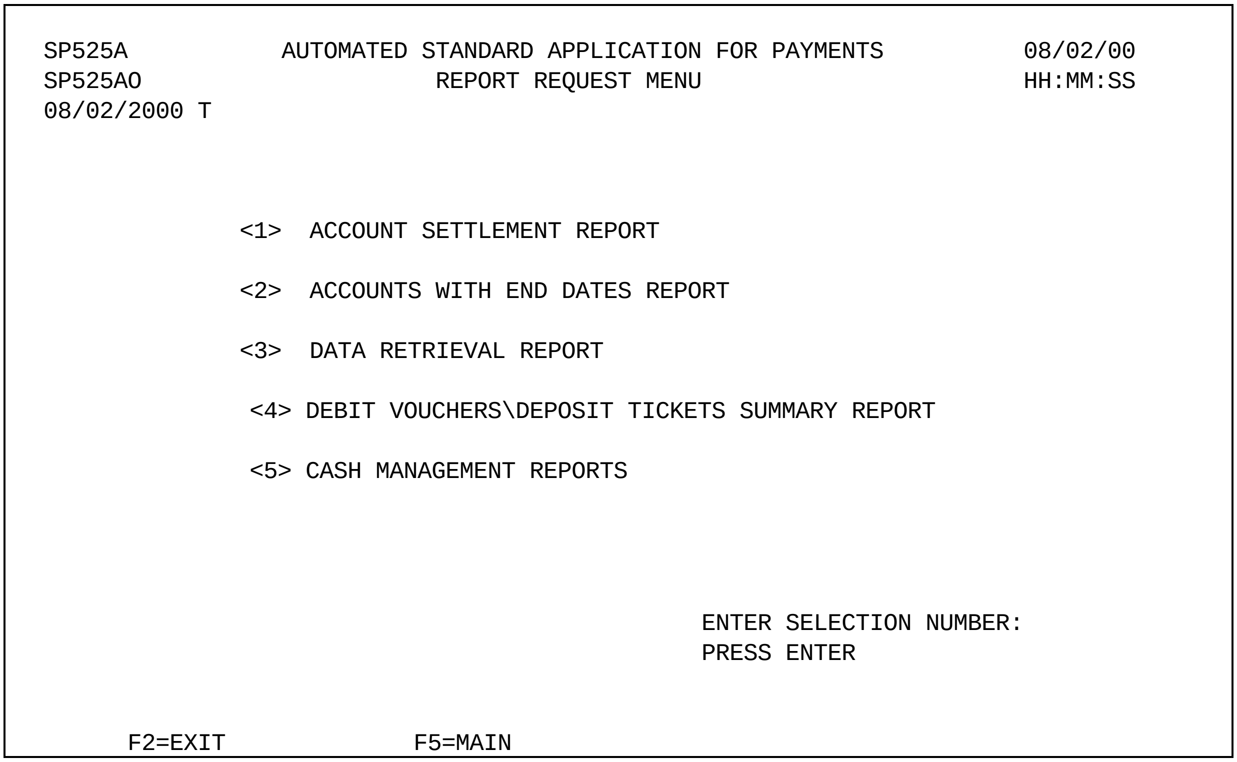
If you wanted to request more reports, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.



```
SP520A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP520AO                ACCOUNTS WITH END DATES REPORT                  HH:MM:SS
08/02/2000 T


           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID: 0101111

           AND/OR  REQUESTOR ID:

           AND/OR  FROM 10/01/1997   TO   09/30/2000

           AND   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890


               F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Report Request Menu appears.



```
SP525A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO                     REPORT REQUEST MENU                       HH:MM:SS
08/02/2000 T



                 <1>  ACCOUNT SETTLEMENT REPORT

                 <2>  ACCOUNTS WITH END DATES REPORT

                 <3>  DATA RETRIEVAL REPORT

                  <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                  <5> CASH MANAGEMENT REPORTS




                                                 ENTER SELECTION NUMBER:
                                                 PRESS ENTER



      F2=EXIT             F5=MAIN
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report we requested.

```
RUN DATE: 08/02/00    AUTOMATED STANDARD APPLICATION FOR PAYMENTS   PROGRAM:SPPQ936U
RUN TIME: 21:47:35         REPORT OF ACCOUNTS WITH END DATES           PAGE:   1
                             FROM 10/01/1997 TO 09/30/2000


 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                       SHORT NAME: GRAY U

   GROUP ID    ACCT ID         ASAP ACCT DESC              END DATE        STATUS

               F1R10001        GRANT NUMBER 1              12/31/1997        O
               F1R10002        GRANT NUMBER 2              06/30/2000        O
               F1R10003        GRANT NUMBER 3              06/30/1998        O
               F1R10004        GRANT NUMBER 4              09/30/2000        O







                * * * * * * * * * * END OF REPORT * * * * * * * * * *
```

SECTION 11.3

DATA RETRIEVAL REPORT

The Data Retrieval Report feature gives you the ability to receive a flat file containing ASAP account transaction information that is easily downloaded into a spreadsheet program or into an accounting system. This report will be delivered to your mainframe within 24 hours of your request.

The transactions available for retrieval are the same as those appearing on the Account Settlement Report, that is **applied authorizations** (increases and decreases), **settled payment requests**, **posted book entry adjustments,** and **classified returned payments**. However, the Data Retrieval Report does not include account balances. There are several other differences between the Data Retrieval Report and the Account Settlement Report:

< The data retrieval feature allows you to specify **which transaction types** will appear in the file. You may specify any combination of the available transaction types, including just one type of transaction, more than one, or all types.

< The data retrieval feature allows you to include transaction information for **more than one account** in a single file. You may even include transactions for all of your agency's ASAP accounts, including multiple Recipient Organizations, in one file.

< The Data Retrieval Report will be delivered via Bulkdata in an **EBCDIC** text-delimited **flat file**, not the print display format (PDF) used for all other reports in ASAP. It cannot be delivered to a fax number or a Fedline terminal, only to an agency mainframe connection to ASAP.

NOTE - For complete technical information on the Data Retrieval flat file, consult the Computer Interface Protocol Specifications (CIPS) document provided by the Federal Reserve.

SCREEN FIELDS TO NOTE

The Data Retrieval Report is built by specifying parameters on a prompt screen in the on-line ASAP system. The following fields appear on the prompt:

< **Agency Department and Agency Department/Bureau -** Future functionality, only for users with Department-wide or Bureau-wide inquiry capabilities. When implemented, will allow Department-level and Bureau-level users to retrieve information for all ALCs within their Department or Bureau in a single file.

< **Agency Location Code** - For Federal Agency users other than those listed above, your agency's ALC and Short Name will be displayed when you first come to this screen.

- **Transaction Type** - Required for all users. You may use this field to "customize" your report to include only certain transactions, selecting from any combination of Authorizations, Payments, Book Entries, or Return Payments. Transaction type options are:
  - **ALL** - all transaction types
  - **AU** - applied authorization transactions
  - **PY** - settled payment requests
  - **BE** - posted book entry adjustments
  - **RP** - classified returned payments
  - **IT** - interstate authorization transfers

- **Report Date From** and **To** - Required for all users. You are limited to a 93-day date range if you specify a Transaction Type of All. If you specify any other Transaction Type(s), you may enter a date range for an unlimited period of time.

- **Recipient ID, Requestor ID, Account ID**, and **Group ID** - Any or all of these fields may be entered to limit the data included in the report. For example, if you enter a Recipient ID along with the Transaction Type and date range, only transactions for accounts associated with that Recipient ID will be included in the resulting report.

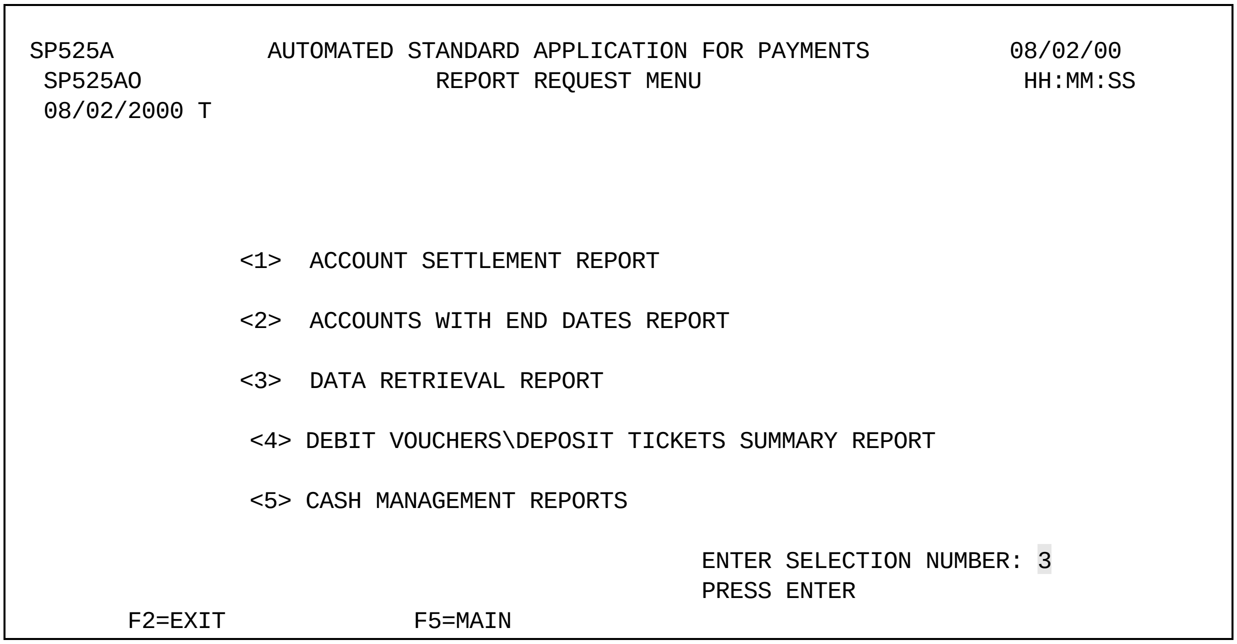
The following example illustrates how to request a Data Retrieval Report.

EXAMPLE

In this example we will request a Data Retrieval Report for all accounts for an ALC and a specified date range. At the end of the example you will find a description of the resulting report file.

STEP 1: ACTION

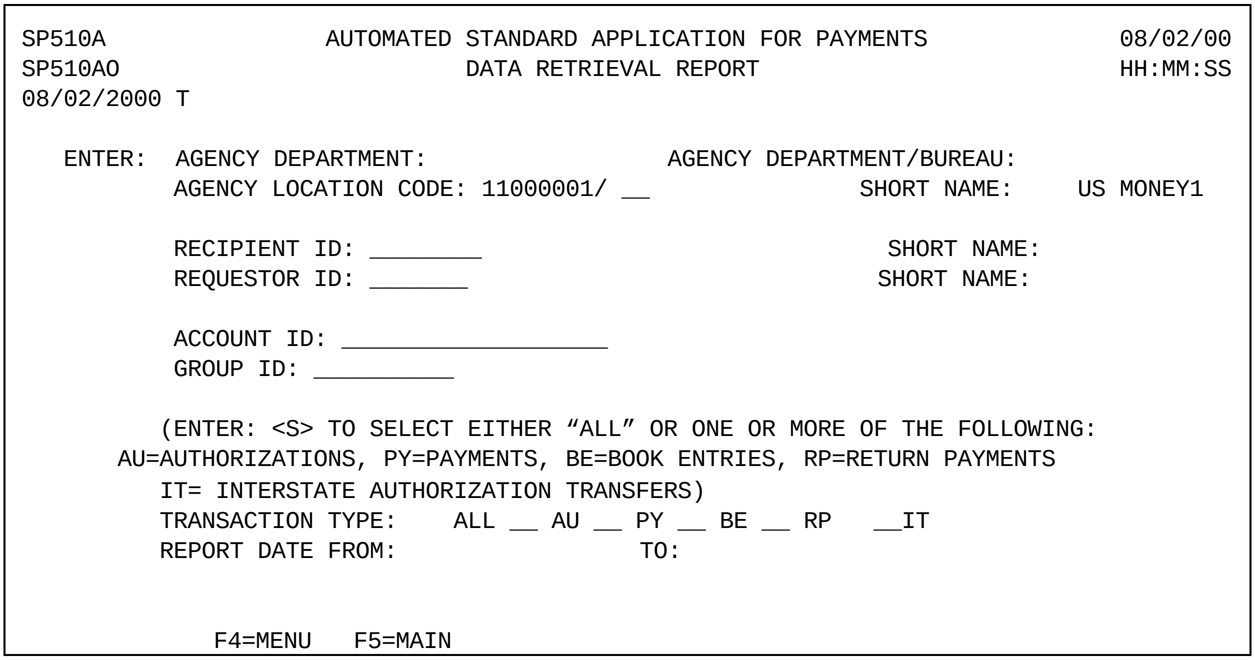
After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 3 and press Enter.



```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP525AO                    REPORT REQUEST MENU                        HH:MM:SS
 08/02/2000 T




              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <3>  DATA RETRIEVAL REPORT

               <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

               <5> CASH MANAGEMENT REPORTS

                                               ENTER SELECTION NUMBER: 3
                                               PRESS ENTER
        F2=EXIT             F5=MAIN
```

STEP 1: RESULT

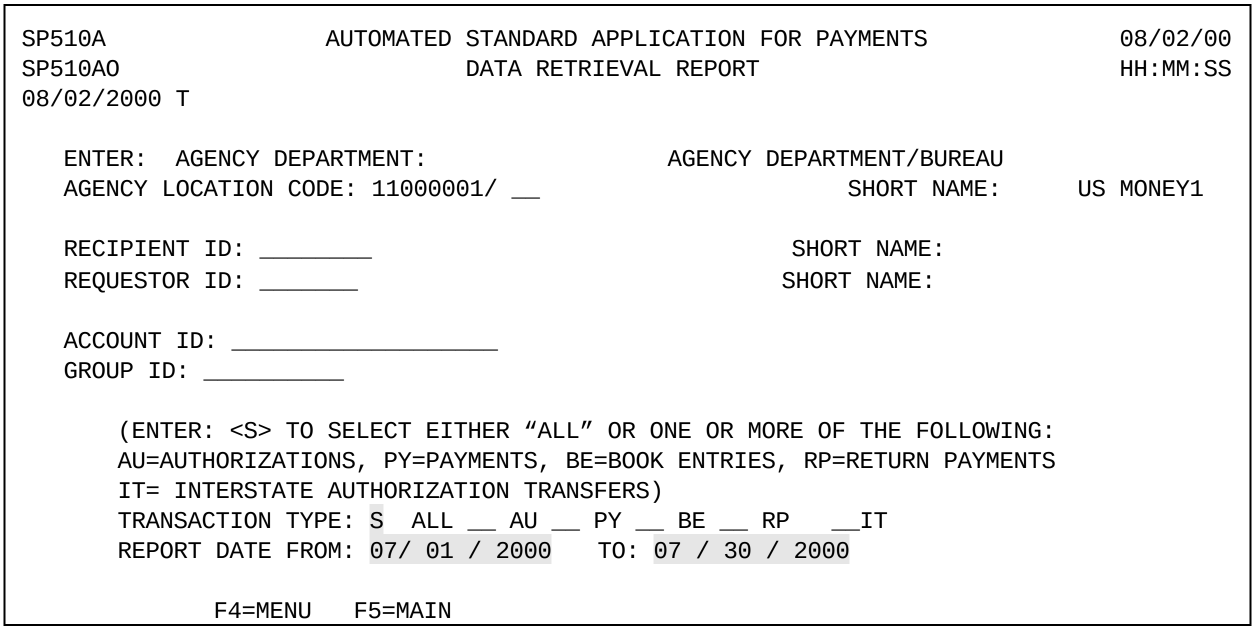
The following screen appears.



```
SP510A                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP510AO                          DATA RETRIEVAL REPORT                          HH:MM:SS
08/02/2000 T

   ENTER:  AGENCY DEPARTMENT:                  AGENCY DEPARTMENT/BUREAU:
           AGENCY LOCATION CODE: 11000001/ __              SHORT NAME:     US MONEY1

           RECIPIENT ID: ________                            SHORT NAME:
           REQUESTOR ID: _______                            SHORT NAME:

           ACCOUNT ID: ___________________
           GROUP ID: __________

          (ENTER: <S> TO SELECT EITHER “ALL” OR ONE OR MORE OF THE FOLLOWING:
       AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
          IT= INTERSTATE AUTHORIZATION TRANSFERS)
          TRANSACTION TYPE:    ALL __ AU __ PY __ BE __ RP   __IT
          REPORT DATE FROM:                  TO:


              F4=MENU   F5=MAIN
```

STEP 2: ACTION

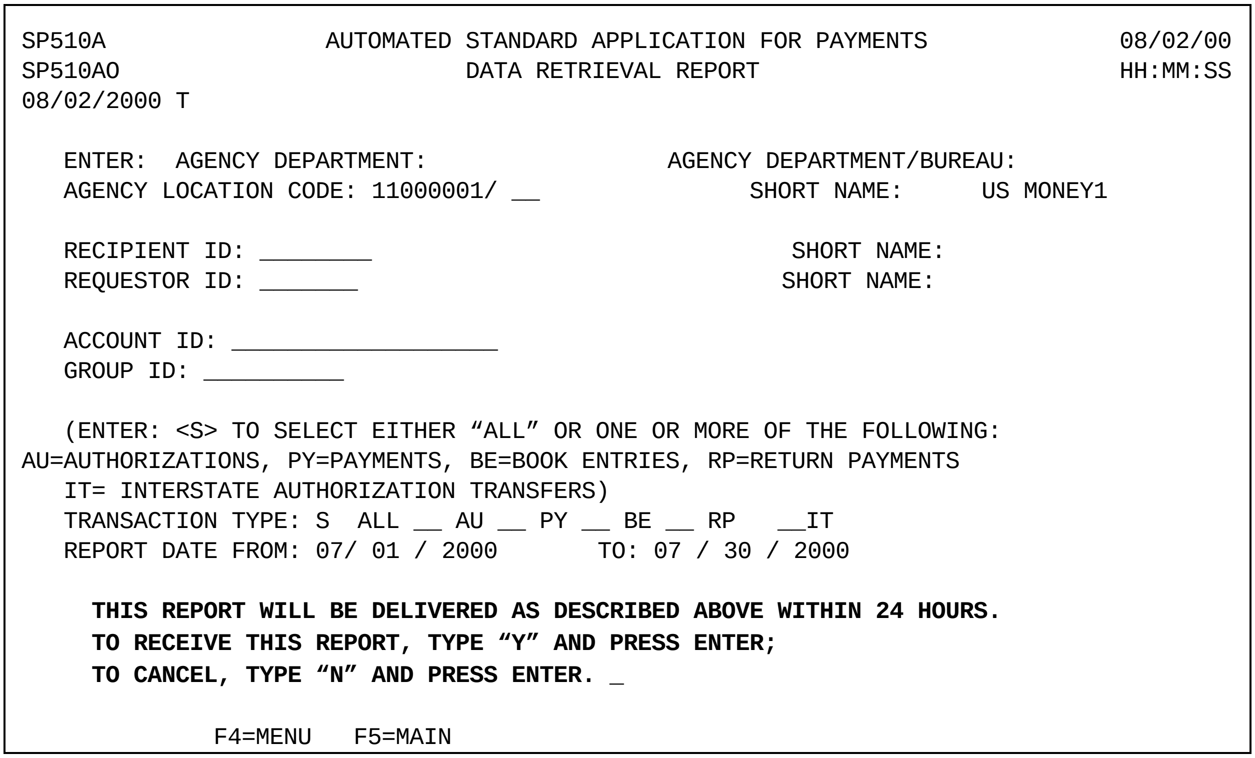
Specify the transaction types you wish to retrieve, along with the desired date range. Press Enter.



```
SP510A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP510AO                        DATA RETRIEVAL REPORT                         HH:MM:SS
08/02/2000 T

   ENTER:  AGENCY DEPARTMENT:                 AGENCY DEPARTMENT/BUREAU
   AGENCY LOCATION CODE: 11000001/ __                     SHORT NAME:     US MONEY1

   RECIPIENT ID: ________                             SHORT NAME:
   REQUESTOR ID: _______                             SHORT NAME:

   ACCOUNT ID: ___________________
   GROUP ID: __________

       (ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
       AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
       IT= INTERSTATE AUTHORIZATION TRANSFERS)
       TRANSACTION TYPE: S  ALL __ AU __ PY __ BE __ RP   __IT
       REPORT DATE FROM: 07/ 01 / 2000   TO: 07 / 30 / 2000

              F4=MENU   F5=MAIN
```

STEP 2: RESULT

A message appears at the bottom of the screen asking you to confirm.



```
SP510A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP510AO                        DATA RETRIEVAL REPORT                         HH:MM:SS
08/02/2000 T

   ENTER:  AGENCY DEPARTMENT:                 AGENCY DEPARTMENT/BUREAU:
   AGENCY LOCATION CODE: 11000001/ __              SHORT NAME:     US MONEY1

   RECIPIENT ID: ________                             SHORT NAME:
   REQUESTOR ID: _______                             SHORT NAME:

   ACCOUNT ID: ___________________
   GROUP ID: __________

   (ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
   IT= INTERSTATE AUTHORIZATION TRANSFERS)
   TRANSACTION TYPE: S  ALL __ AU __ PY __ BE __ RP   __IT
   REPORT DATE FROM: 07/ 01 / 2000       TO: 07 / 30 / 2000

     THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
     TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
     TO CANCEL, TYPE "N" AND PRESS ENTER. _

              F4=MENU   F5=MAIN
```

STEP 3: ACTION

Type Y to confirm and press Enter.

```
SP510A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP510AO                      DATA RETRIEVAL REPORT                         HH:MM:SS
08/02/2000 T

  ENTER:  AGENCY DEPARTMENT:           AGENCY DEPARTMENT/BUREAU:
  AGENCY LOCATION CODE: 11000001/ __               SHORT NAME:      US MONEY1

  RECIPIENT ID: ________                              SHORT NAME:
  REQUESTOR ID: _______                               SHORT NAME:

  ACCOUNT ID: ___________________
  GROUP ID: __________

       (ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
       AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
       IT= INTERSTATE AUTHORIZATION TRANSFERS)
       TRANSACTION TYPE: S  ALL __ AU __ PY __ BE __ RP   __IT
       REPORT DATE FROM: 07/ 01 / 2000   TO: 07 / 30 / 2000

     THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
     TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
     TO CANCEL, TYPE "N" AND PRESS ENTER. Y
              F4=MENU   F5=MAIN
```

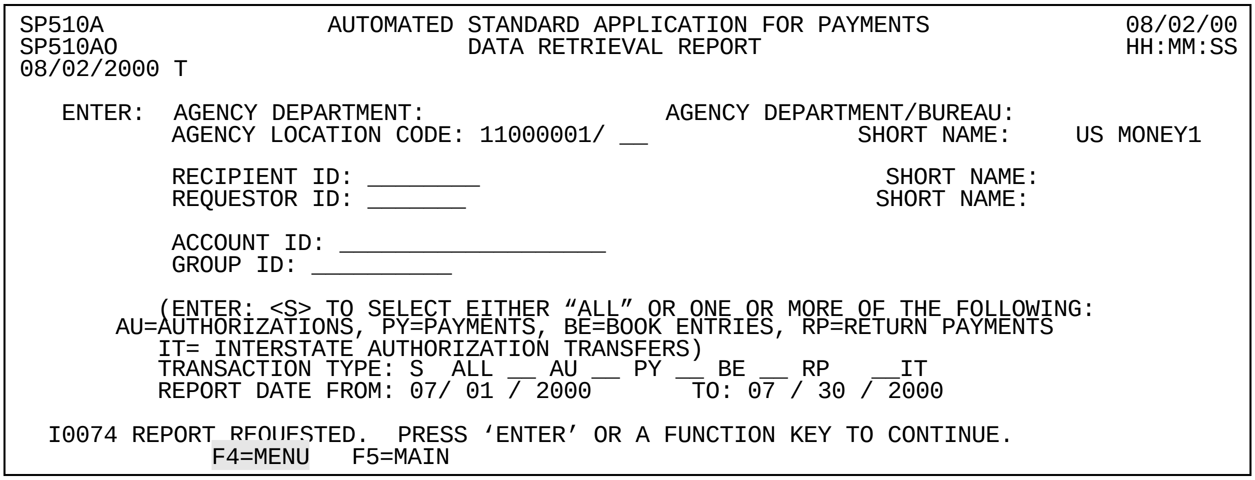
STEP 3: RESULT

Another message now informs you that your request is accepted.

```
SP510A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP510AO                      DATA RETRIEVAL REPORT                         HH:MM:SS
08/02/2000 T

   ENTER:  AGENCY DEPARTMENT:                AGENCY DEPARTMENT/BUREAU:
   AGENCY LOCATION CODE: 11000001/ __              SHORT NAME:     US MONEY1

   RECIPIENT ID: ________                            SHORT NAME:
   REQUESTOR ID: _______                            SHORT NAME:

   ACCOUNT ID: ___________________
   GROUP ID: __________

     (ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
     IT= INTERSTATE AUTHORIZATION TRANSFERS)
     TRANSACTION TYPE: S  ALL __ AU __ PY __ BE __ RP   __IT
     REPORT DATE FROM: 07/ 01 / 2000     TO: 07 / 30 / 2000
  I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.

              F4=MENU   F5=MAIN
```

STEP 4: ACTION

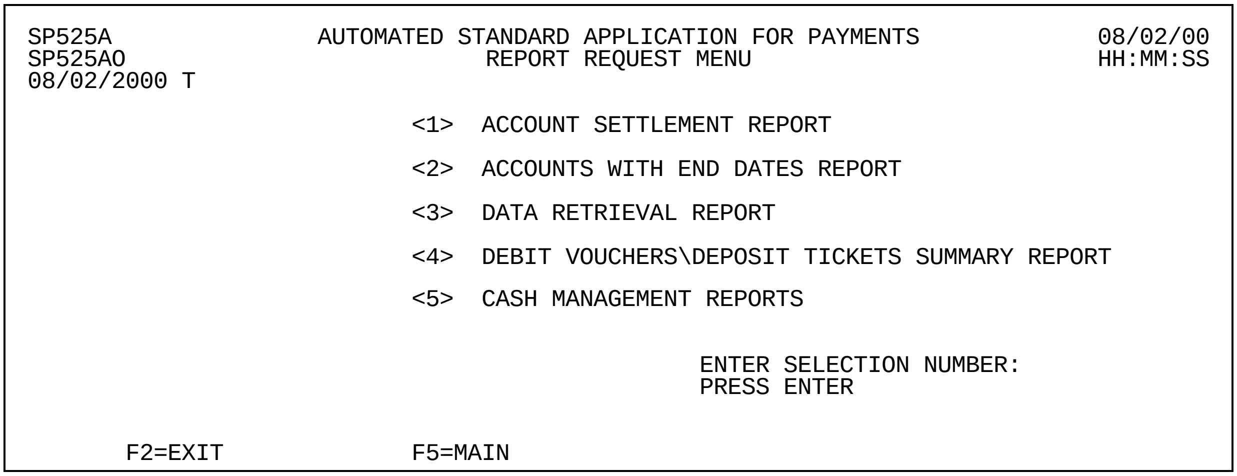
To request more reports, press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.



```
SP510A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
SP510AO                         DATA RETRIEVAL REPORT                         HH:MM:SS
08/02/2000 T

   ENTER:  AGENCY DEPARTMENT:                 AGENCY DEPARTMENT/BUREAU:
           AGENCY LOCATION CODE: 11000001/ __              SHORT NAME:    US MONEY1

           RECIPIENT ID: ________                            SHORT NAME:
           REQUESTOR ID: _______                            SHORT NAME:

           ACCOUNT ID: ___________________
           GROUP ID: __________

          (ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
       AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
          IT= INTERSTATE AUTHORIZATION TRANSFERS)
          TRANSACTION TYPE: S  ALL __ AU __ PY __ BE __ RP   __IT
          REPORT DATE FROM: 07/ 01 / 2000      TO: 07 / 30 / 2000

  I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.
              F4=MENU   F5=MAIN
```

STEP 4: RESULT

The Report Request Menu is displayed.



```
SP525A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP525AO                          REPORT REQUEST MENU                        HH:MM:SS
08/02/2000 T

                           <1>  ACCOUNT SETTLEMENT REPORT

                           <2>  ACCOUNTS WITH END DATES REPORT

                           <3>  DATA RETRIEVAL REPORT

                           <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                           <5>  CASH MANAGEMENT REPORTS


                                           ENTER SELECTION NUMBER:
                                           PRESS ENTER


       F2=EXIT             F5=MAIN
```

STEP 5: ACTION

Within 24 hours, verify that the file was received at your agency's mainframe.

STEP 5: RESULT

The report file we requested will contain transaction information for all accounts associated with the ALC, in ascending order first by Recipient ID, then by Account ID, for the date range indicated. The data elements in the detail records of the file would be:

Record Type
ALC
Region
Recipient ID
Account ID
Group ID
Requestor ID
Transaction Type
Settlement/Applied Date
Transaction Amount
Transaction Code (Debit or Credit)
Reference Number

SECTION 11.4

DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

The Monthly Summary of Debit Vouchers and Deposit Tickets contains the data reported to CASHLINK by ASAP. It is designed to help agencies with 224 report preparation. The report will contain all the business days for the month, not just days on which your agency had activity. Days with no activity will have dashes in the voucher number and amount columns. There will be a monthly subtotal and a total for each ALC on the report.

REPORT AND SCREEN FIELDS TO NOTE

< **Agency Location Code** - The ALC will be carried forward from sign-on (8-digit ALC for Agencies, 2 digits for Department Super Users, 4 digits for Bureau Super Users). Department and Bureaus may choose to leave their ID in and get a report for all ALCs or they can fill in a specific ALC.

< **Report Date From** and **To** - There is a 93-day date range limit.

< **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

> If you specify “F” for fax and provide a fax number, the report will be sent to that fax machine.
>
> If you specify “F” for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.
>
> If you specify “B” for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

EXAMPLE

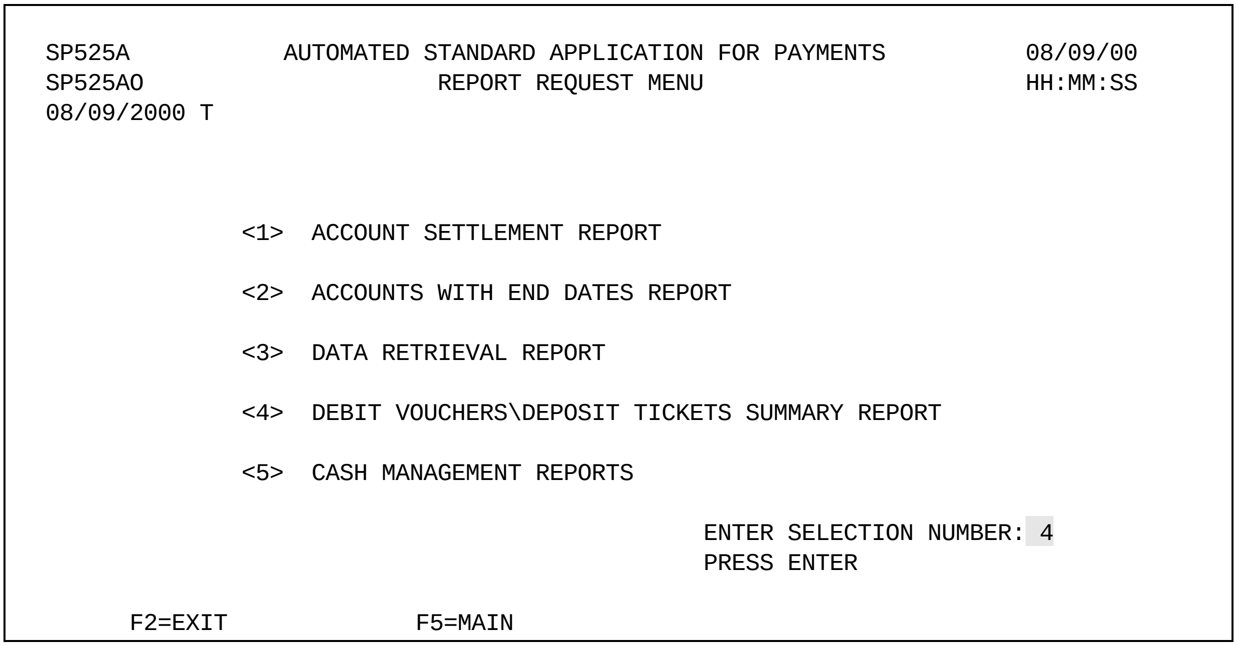
In this example we will request a summary of debit vouchers and deposit tickets for a specified ALC and ate range. At the end of the example you will find a layout of the resulting report.

< One ALC

< One Month

STEP 1: ACTION

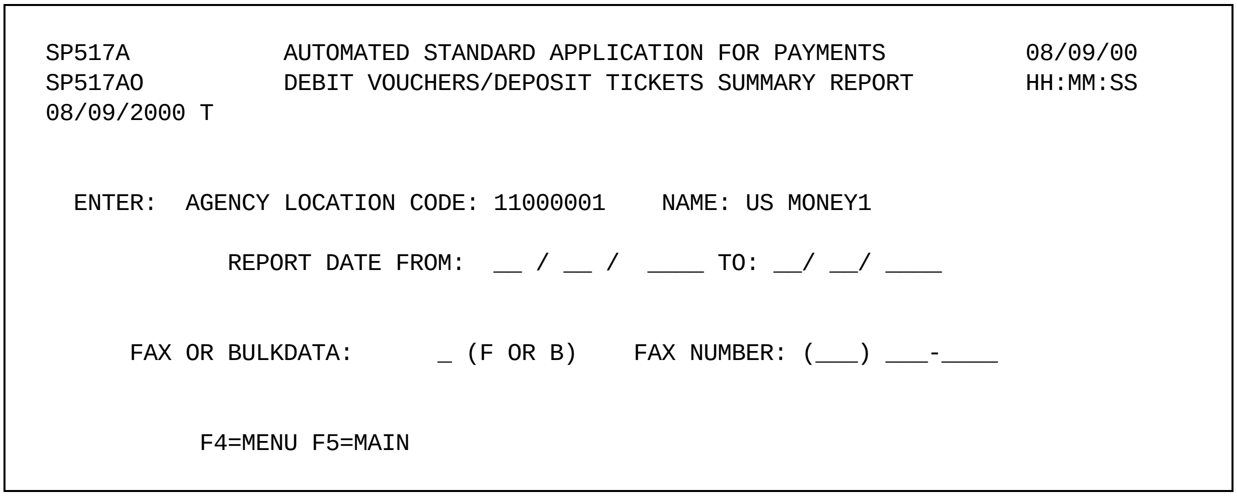
After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 4 and press Enter.



```
SP525A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP525AO                     REPORT REQUEST MENU                       HH:MM:SS
08/09/2000 T



              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <3>  DATA RETRIEVAL REPORT

              <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

              <5>  CASH MANAGEMENT REPORTS

                                               ENTER SELECTION NUMBER: 4
                                               PRESS ENTER

      F2=EXIT             F5=MAIN
```

STEP 1: RESULT

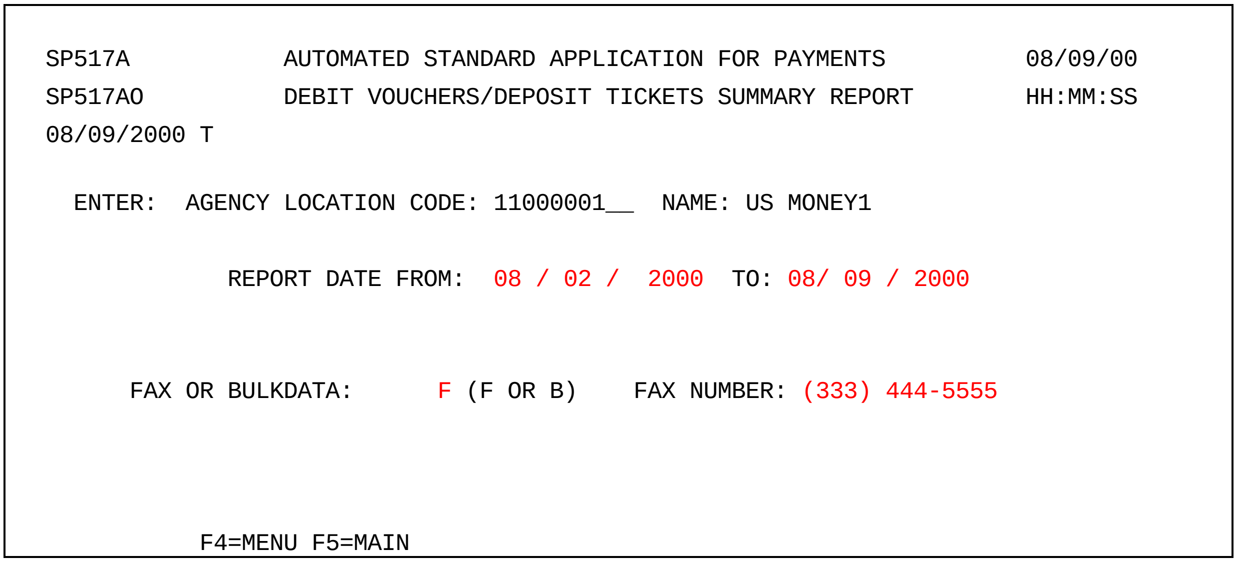
The following screen appears.



```
SP517A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO          DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T


  ENTER:  AGENCY LOCATION CODE: 11000001    NAME: US MONEY1

             REPORT DATE FROM:  __ / __ /  ____ TO: __/ __/ ____


      FAX OR BULKDATA:      _ (F OR B)    FAX NUMBER: (___) ___-____


           F4=MENU F5=MAIN
```

STEP 2: ACTION

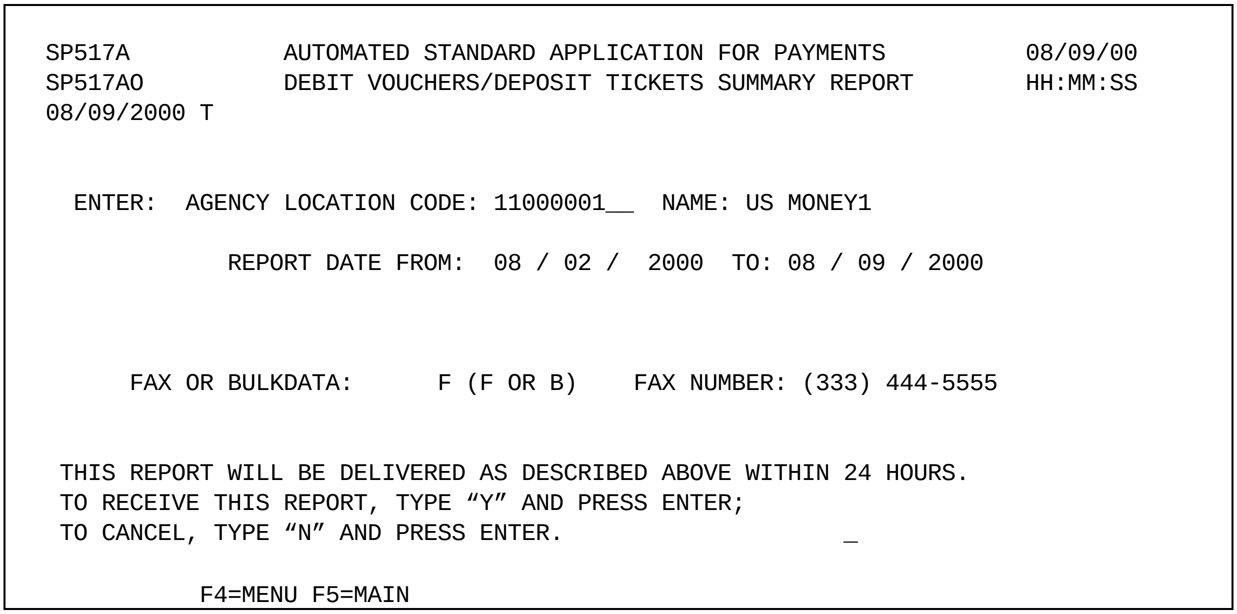
Specify the date range you would like the report to cover and the number of the fax machine you would like for it to be sent to. Press Enter.



```
SP517A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO          DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T

  ENTER:  AGENCY LOCATION CODE: 11000001__  NAME: US MONEY1

             REPORT DATE FROM:  08 / 02 /  2000  TO: 08/ 09 / 2000


      FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (333) 444-5555



           F4=MENU F5=MAIN
```

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request.



```
SP517A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO          DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T


  ENTER:  AGENCY LOCATION CODE: 11000001__  NAME: US MONEY1

             REPORT DATE FROM:  08 / 02 /  2000  TO: 08 / 09 / 2000


      FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (333) 444-5555


 THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
 TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER;
 TO CANCEL, TYPE “N” AND PRESS ENTER.                    _

           F4=MENU F5=MAIN
```

STEP 3: ACTION

Type “Y” to confirm and press Enter.

```
SP517A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO          DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T


  ENTER:  AGENCY LOCATION CODE: 11000001__  NAME: US MONEY1

             REPORT DATE FROM:  08 / 02 /  2000  TO: 08/ 09 / 2000



      FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (333) 444-5555


 THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
 TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER;
 TO CANCEL, TYPE “N” AND PRESS ENTER.                    Y

           F4=MENU F5=MAIN
```

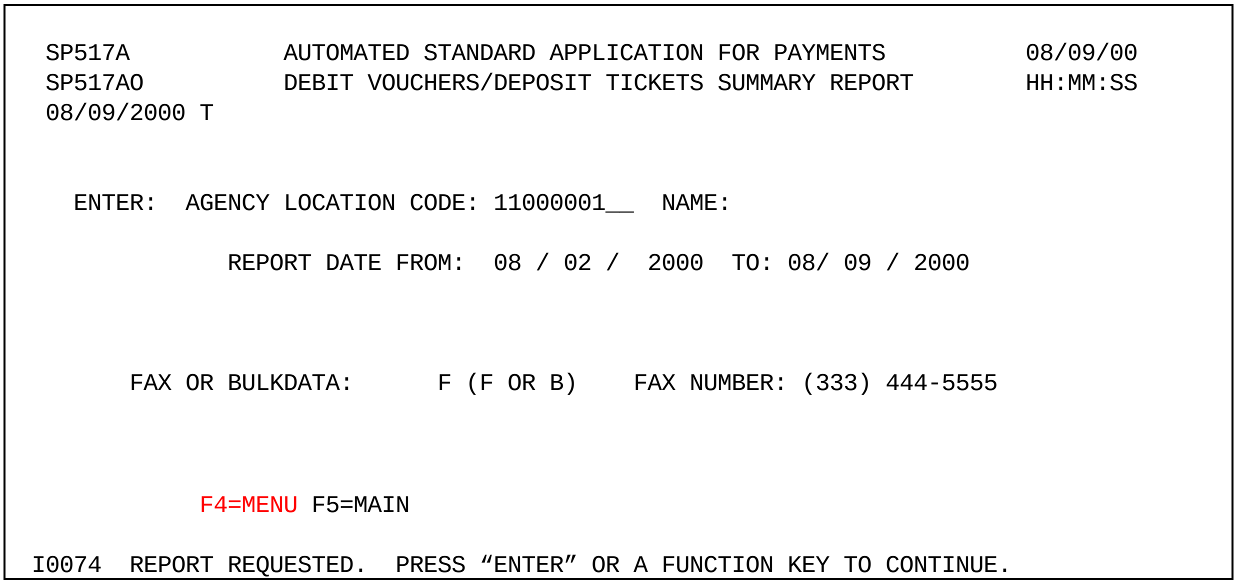
STEP 3: RESULT

Another message now informs you that your request has been accepted.

```
SP517A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO          DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T


  ENTER:  AGENCY LOCATION CODE: 11000001__  NAME:

             REPORT DATE FROM:  08 / 02 /  2000  TO: 08/ 09 / 2000



      FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (333) 444-5555




           F4=MENU F5=MAIN

I0074  REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

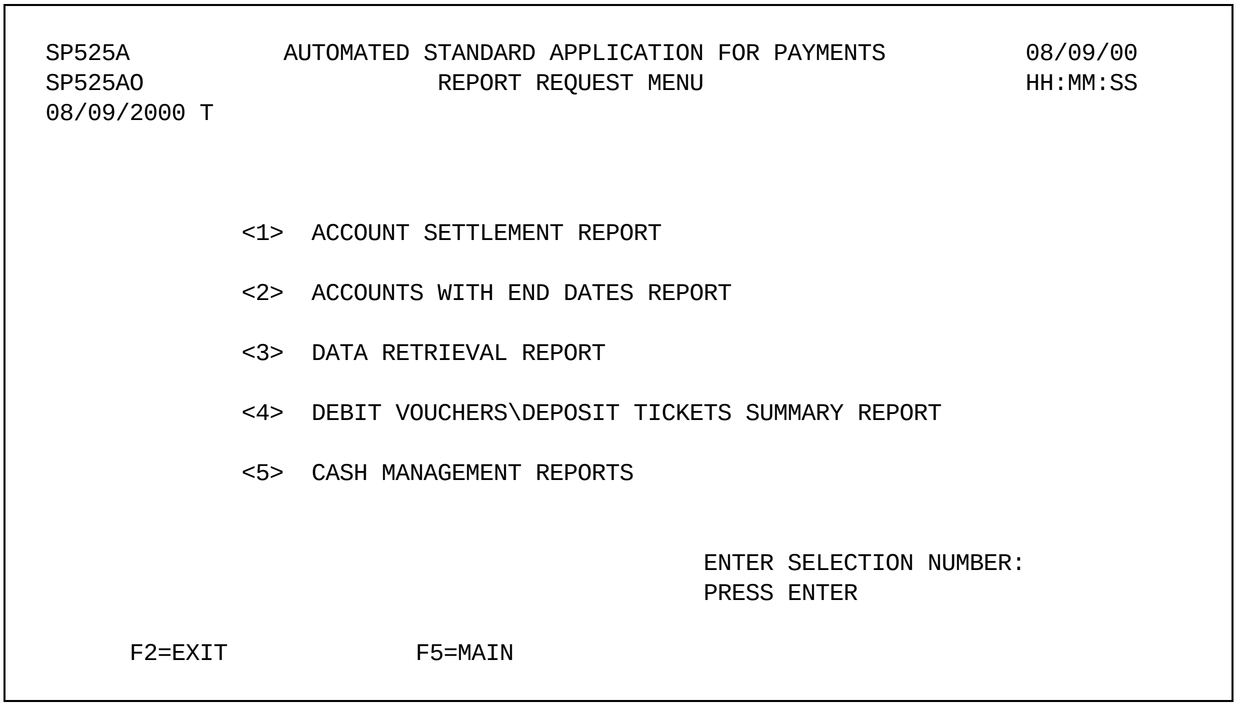
You may press Enter to clear the screen and request another report. Here we will press F4 to return to the Report Request Menu.



```
 SP517A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
 SP517AO          DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
 08/09/2000 T


   ENTER:  AGENCY LOCATION CODE: 11000001__  NAME:

              REPORT DATE FROM:  08 / 02 /  2000  TO: 08/ 09 / 2000



       FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (333) 444-5555



            F4=MENU F5=MAIN

I0074  REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Report Request Menu appears.



```
 SP525A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
 SP525AO                     REPORT REQUEST MENU                       HH:MM:SS
 08/09/2000 T



               <1>  ACCOUNT SETTLEMENT REPORT

               <2>  ACCOUNTS WITH END DATES REPORT

               <3>  DATA RETRIEVAL REPORT

               <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

               <5>  CASH MANAGEMENT REPORTS


                                                ENTER SELECTION NUMBER:
                                                PRESS ENTER

       F2=EXIT             F5=MAIN
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report we requested.

```
RUN DATE:  08/03/2000         AUTOMATED STANDARD APPLICATION FOR PAYMENTS             PROGRAM:  SPPQ980U
RUN TIME:  06:44:12      MONTHLY SUMMARY OF DEBIT VOUCHERS AND DEPOSIT TICKETS                 PAGE:  21
                             REPORTED BY ASAP TO CASHLINK FOR ALC 11000001



AGENCY LOCATION CODE:      11000001
DATE RANGE:     07/02/2000 - 08/31/2000

   DATE        VOUCHER NUMBER       DEBIT VOUCHER AMOUNT               DEPOSIT TICKET AMOUNT

07/02/2000        000001            $999,999,999,999.99
07/03/2000        ------                  -------                            -------
07/04/2000        000008            $999,999,999,999.99
07/05/2000        000022            $999,999,999,999.99
07/06/2000        000031                                               $999,999,999,999.99
07/06/2000        000033            $999,999,999,999.99
07/09/2000        000041            $999,999,999,999.99
07/10/2000        000057            $999,999,999,999.99
07/11/2000        000063            $999,999,999,999.99
07/12/2000        000077            $999,999,999,999.99
07/13/2000        000080                                               $999,999,999,999.99
07/13/2000        000086            $999,999,999,999.99
07/16/2000        000095            $999,999,999,999.99
07/17/2000        000102            $999,999,999,999.99
07/18/2000        000110            $999,999,999,999.99
07/19/2000        000115            $999,999,999,999.99
07/20/2000        000117                                               $999,999,999,999.99
07/20/2000        000120            $999,999,999,999.99
07/23/2000        000126            $999,999,999,999.99
07/24/2000        000135            $999,999,999,999.99
07/26/2000        000141            $999,999,999,999.99
07/27/2000        000151                                              $999,999,999,999.99
07/27/2000        000162            $999,999,999,999.99
07/30/2000        000170            $999,999,999,999.99
07/31/2000        000181            $999,999,999,999.99



TOTAL DEBIT VOUCHER AMOUNT:   $999,999,999,999,999.99
TOTAL DEPOSIT TICKET AMOUNT:  $999,999,999,999,999.99
NET TOTAL:                    $999,999,999,999,999.99





                              ***************END OF REPORT***************
```

SECTION 11.5

CASH MANAGEMENT REPORTS

The Cash Management Reports were designed to help Agencies and Recipient Organizations with their monthly cash transaction reporting. The reports will assist users in determining draw patterns and number of days between settlement dates. Any ASAP user may request these reports. Information may be sorted by ALC/Recipient ID/ CFDA number or by ALC/Recipient ID/Account ID for a time period of up to 367 calendar days.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

< **Agency Location Code/Region, Recipient ID** - These fields are required on the prompt screen. Either the Agency Location Code or the Recipient ID may be "all " but both cannot be "all".

< **CFDA, Account ID** - Either the CFDA or Account ID may be blank, but both can't be blank.

< **From** and **To** dates - The date range is limited to 367 days.

< **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

> If you specify "F"for fax and provide a fax number, the report will be sent to that fax machine.
>
> If you specify "B" for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.
>
> If you specify "B" for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

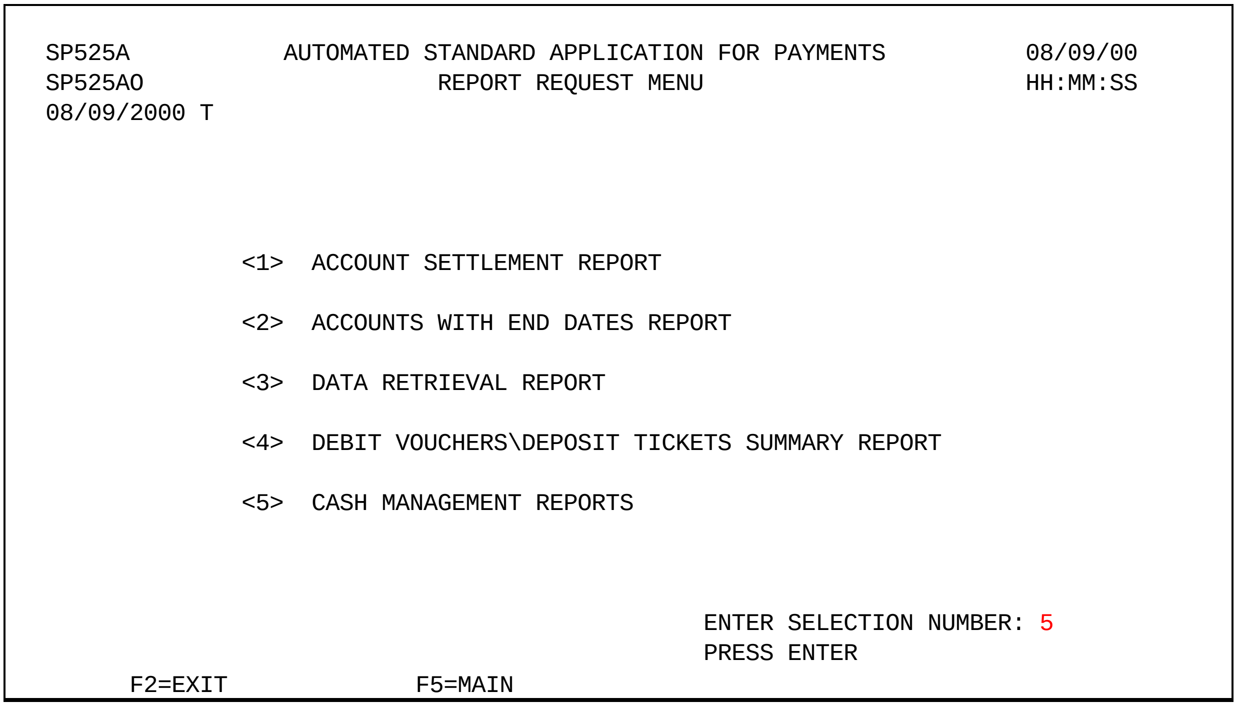
EXAMPLE

In this example we will request a Cash Management Report for all Recipients and all accounts for a specified date range. At the end of the example you will find a layout of the resulting report.

- all Recipients/all Account IDs
- Date Range of 40 days

STEP 1: ACTION

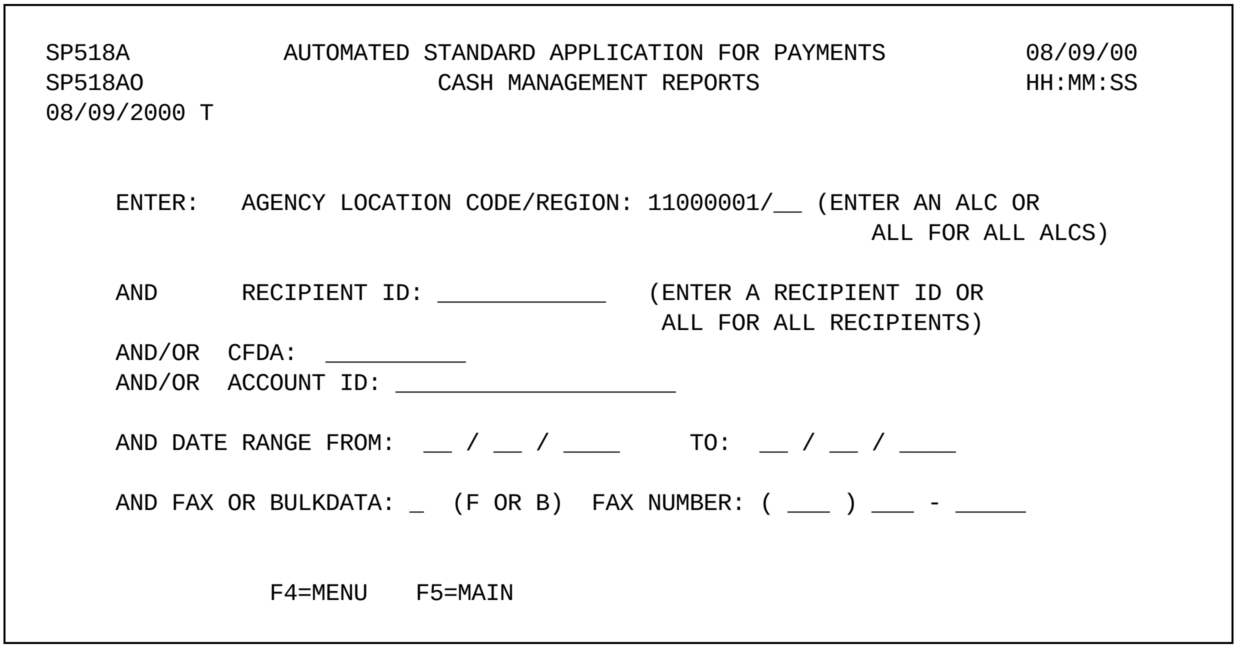
After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 5 and press Enter.



```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP525AO                    REPORT REQUEST MENU                       HH:MM:SS
08/09/2000 T



              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <3>  DATA RETRIEVAL REPORT

              <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

              <5>  CASH MANAGEMENT REPORTS


                                               ENTER SELECTION NUMBER: 5
                                               PRESS ENTER
      F2=EXIT             F5=MAIN
```

STEP 1: ACTION

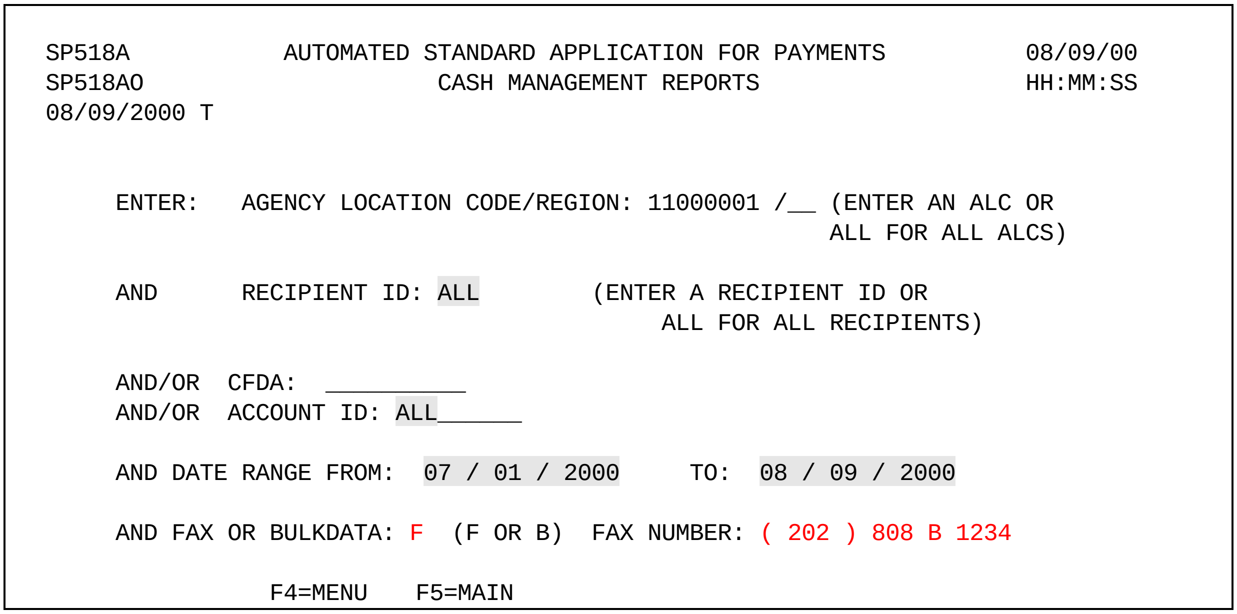
The following screen appears.



```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO                    CASH MANAGEMENT REPORTS                   HH:MM:SS
08/09/2000 T


     ENTER:   AGENCY LOCATION CODE/REGION: 11000001/__ (ENTER AN ALC OR
                                                           ALL FOR ALL ALCS)

     AND      RECIPIENT ID: ____________   (ENTER A RECIPIENT ID OR
                                            ALL FOR ALL RECIPIENTS)
     AND/OR  CFDA:  __________
     AND/OR  ACCOUNT ID: ____________________

     AND DATE RANGE FROM:  __ / __ / ____     TO:  __ / __ / ____

     AND FAX OR BULKDATA: _  (F OR B)  FAX NUMBER: ( ___ ) ___ - _____


                F4=MENU   F5=MAIN
```

STEP 2: ACTION

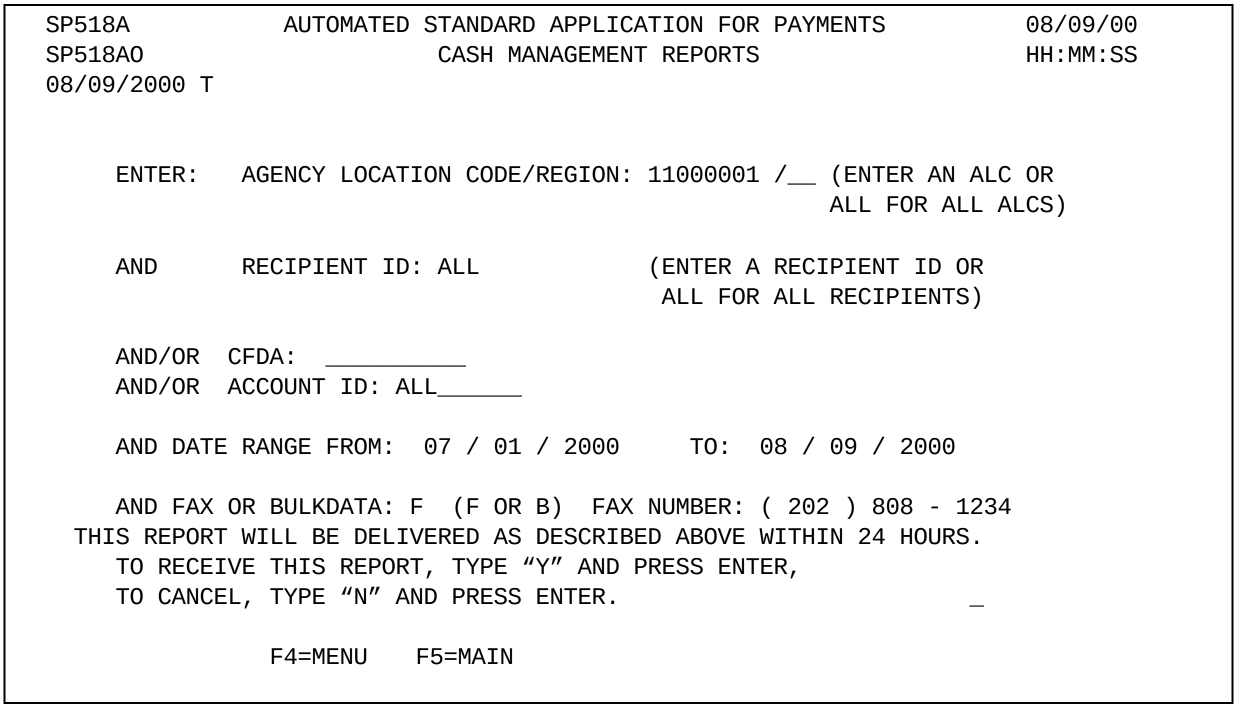
Specify the required information along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.



```
SP518A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO                     CASH MANAGEMENT REPORTS                   HH:MM:SS
08/09/2000 T


     ENTER:   AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR
                                                        ALL FOR ALL ALCS)

     AND      RECIPIENT ID: ALL        (ENTER A RECIPIENT ID OR
                                            ALL FOR ALL RECIPIENTS)

     AND/OR  CFDA:  __________
     AND/OR  ACCOUNT ID: ALL______

     AND DATE RANGE FROM:  07 / 01 / 2000     TO:  08 / 09 / 2000

     AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 B 1234

                F4=MENU   F5=MAIN
```

STEP 2: RESULT

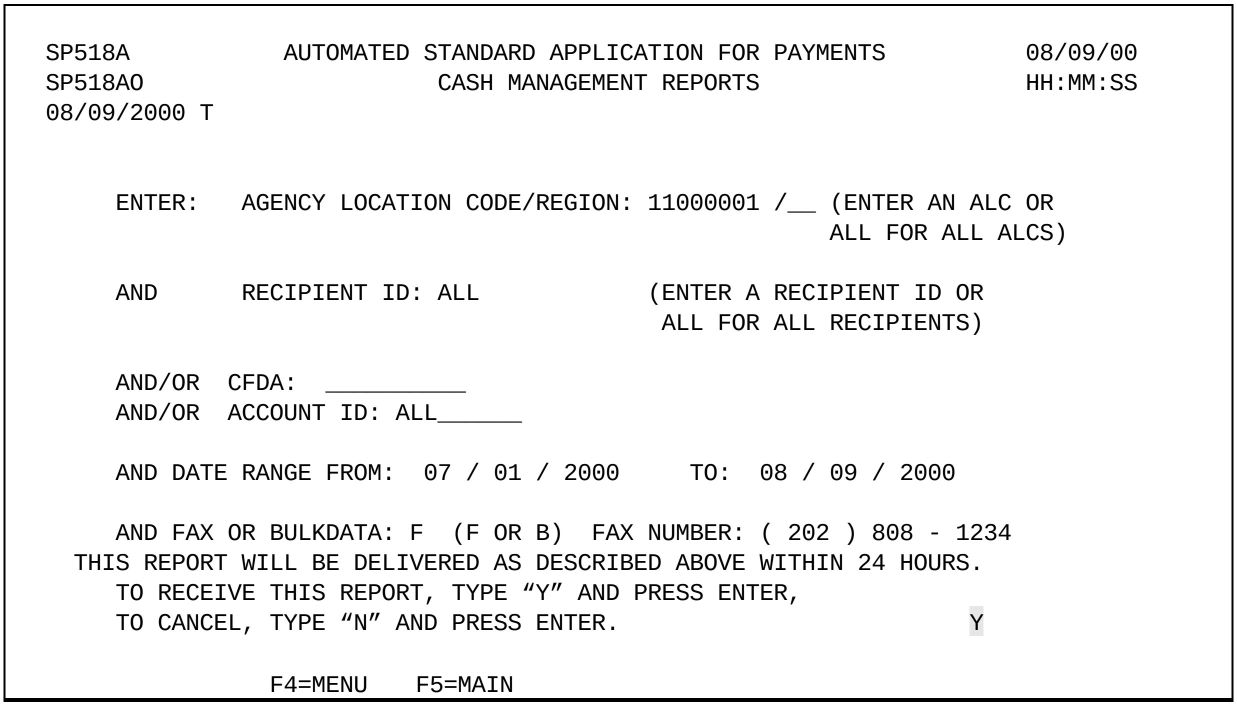
A message at the bottom of the screen asks you to confirm your request.



```
SP518A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO                     CASH MANAGEMENT REPORTS                   HH:MM:SS
08/09/2000 T


     ENTER:   AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR
                                                        ALL FOR ALL ALCS)

     AND      RECIPIENT ID: ALL            (ENTER A RECIPIENT ID OR
                                            ALL FOR ALL RECIPIENTS)

     AND/OR  CFDA:  __________
     AND/OR  ACCOUNT ID: ALL______

     AND DATE RANGE FROM:  07 / 01 / 2000     TO:  08 / 09 / 2000

     AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234
  THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
     TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER,
     TO CANCEL, TYPE “N” AND PRESS ENTER.                        _

                F4=MENU   F5=MAIN
```

STEP 3: ACTION

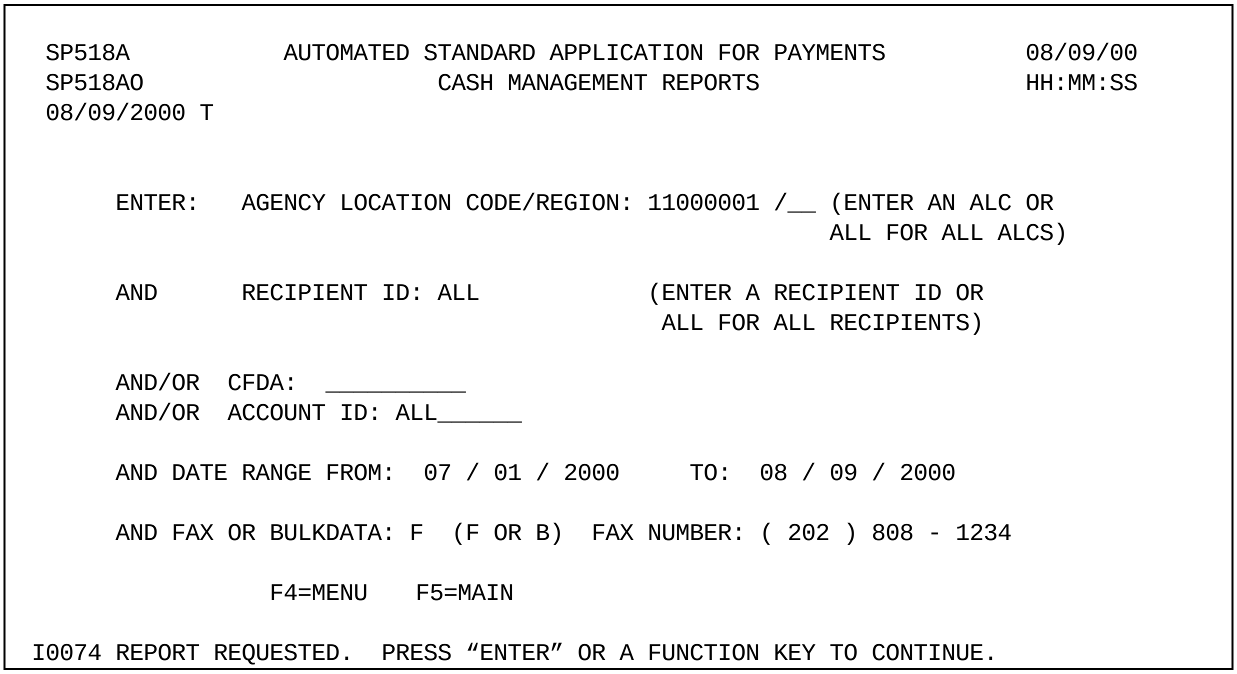
Type Y to confirm and press Enter.



```
 SP518A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
 SP518AO                    CASH MANAGEMENT REPORTS                    HH:MM:SS
 08/09/2000 T


      ENTER:   AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR
                                                         ALL FOR ALL ALCS)

      AND      RECIPIENT ID: ALL            (ENTER A RECIPIENT ID OR
                                             ALL FOR ALL RECIPIENTS)

      AND/OR  CFDA:  ___________
      AND/OR  ACCOUNT ID: ALL______

      AND DATE RANGE FROM:  07 / 01 / 2000     TO:  08 / 09 / 2000

      AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234
   THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
      TO RECEIVE THIS REPORT, TYPE “Y” AND PRESS ENTER,
      TO CANCEL, TYPE “N” AND PRESS ENTER.                        Y

                 F4=MENU   F5=MAIN
```

STEP 3: RESULT

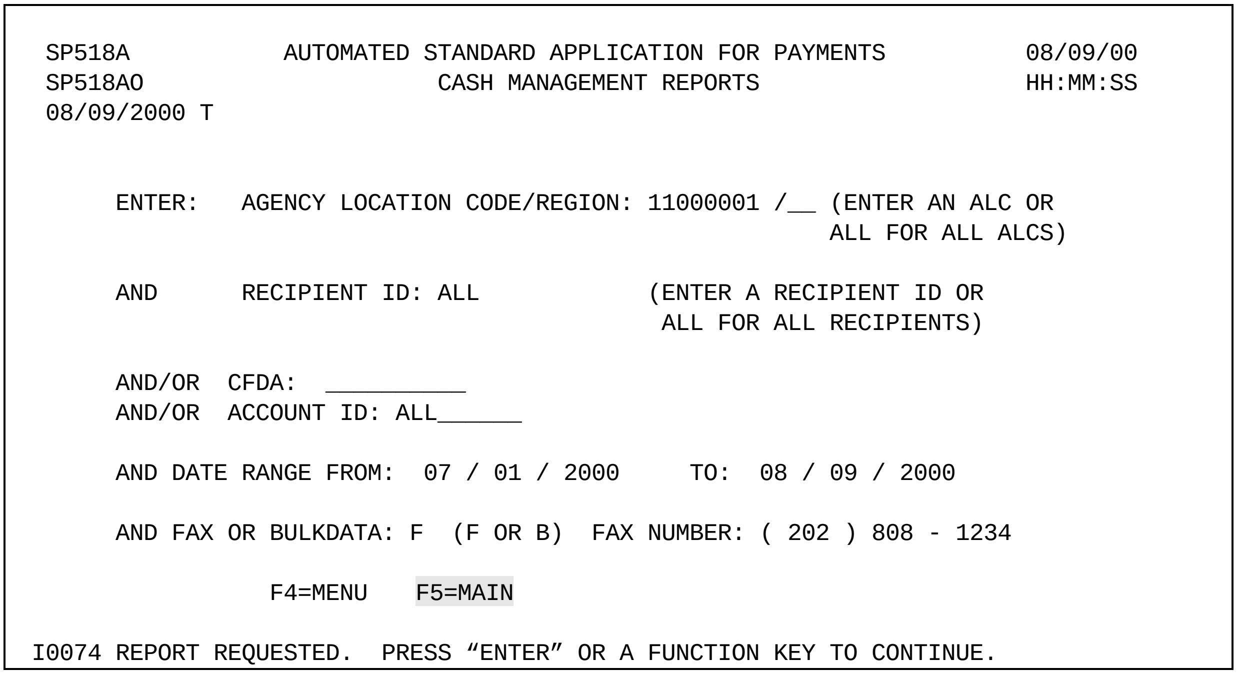
Another message now informs you that your request has been accepted.



```
 SP518A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
 SP518AO                    CASH MANAGEMENT REPORTS                    HH:MM:SS
 08/09/2000 T


      ENTER:   AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR
                                                         ALL FOR ALL ALCS)

      AND      RECIPIENT ID: ALL            (ENTER A RECIPIENT ID OR
                                             ALL FOR ALL RECIPIENTS)

      AND/OR  CFDA:  ___________
      AND/OR  ACCOUNT ID: ALL______

      AND DATE RANGE FROM:  07 / 01 / 2000     TO:  08 / 09 / 2000

      AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234

                 F4=MENU   F5=MAIN

I0074 REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

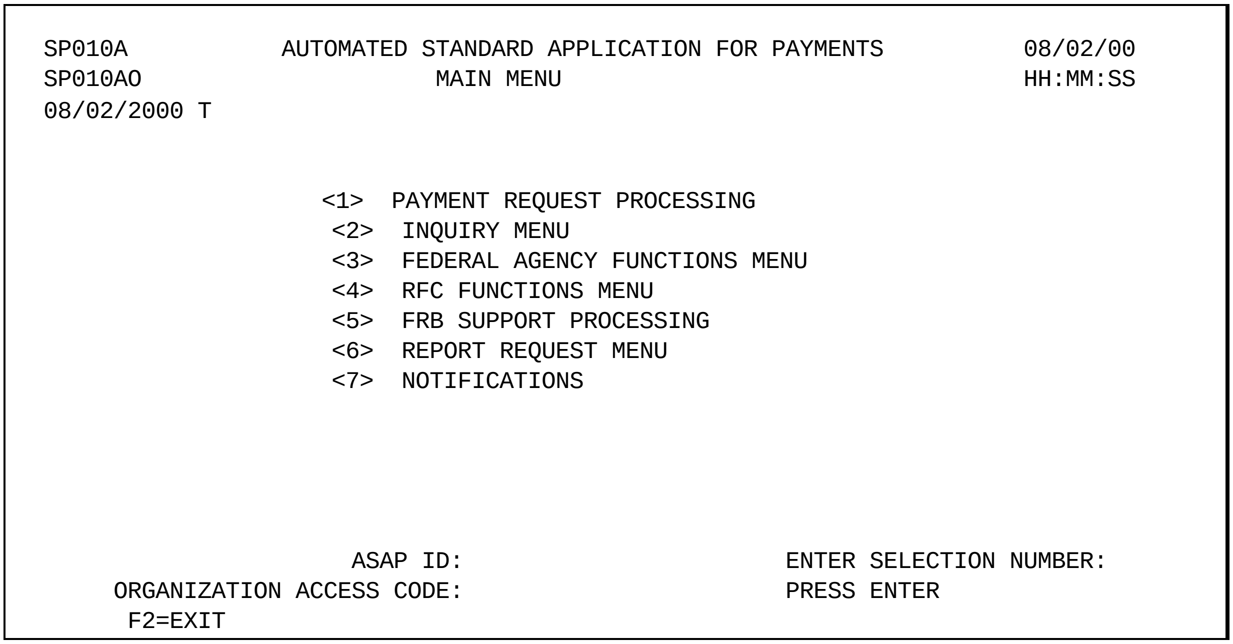
You may press Enter to clear the screen and request another report. Here we will press F5 to return to the Main Menu.



```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO                    CASH MANAGEMENT REPORTS                   HH:MM:SS
08/09/2000 T


     ENTER:   AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR
                                                         ALL FOR ALL ALCS)

     AND      RECIPIENT ID: ALL            (ENTER A RECIPIENT ID OR
                                            ALL FOR ALL RECIPIENTS)

     AND/OR  CFDA:  __________
     AND/OR  ACCOUNT ID: ALL______

     AND DATE RANGE FROM:  07 / 01 / 2000     TO:  08 / 09 / 2000

     AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234

                F4=MENU    F5=MAIN

I0074 REPORT REQUESTED.  PRESS “ENTER” OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Main Menu is displayed.



```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010AO                    MAIN MENU                                 HH:MM:SS
08/02/2000 T


                     <1>  PAYMENT REQUEST PROCESSING
                      <2>  INQUIRY MENU
                      <3>  FEDERAL AGENCY FUNCTIONS MENU
                      <4>  RFC FUNCTIONS MENU
                      <5>  FRB SUPPORT PROCESSING
                      <6>  REPORT REQUEST MENU
                      <7>  NOTIFICATIONS





                       ASAP ID:                       ENTER SELECTION NUMBER:
     ORGANIZATION ACCESS CODE:                        PRESS ENTER
      F2=EXIT
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

The report we requested is on the next page.

```
RUN DATE:  MM/DD/CCYY                      AUTOMATED STANDARD APPLICATION FOR PAYMENTS                            PROGRAM:  SPPQ985U
RUN TIME:  HH:MM:SS                 AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORT                       PAGE:  99999

AGENCY LOCATION CODE/REGION:  11000001                  SHORT NAME:  US MONEY1
RECIPIENT ID:  ALL                                      SHORT NAME:
ACCOUNT ID:    ALL
CFDA:
DATE RANGE: 07/01/2000 - 08/09/2000

RECIPIENT ID:  0101111        SHORT NAME:  GRAYU

  ACCOUNT NUMBER      CFDA   GROUP ID         BEGINNING           AUTHORIZATIONS         PAYMENTS &        AVAILABLE ENDING     AVG
                                               BALANCE                                   ADJUSTMENTS            BALANCE         DAYS
                                                                                         (PY/RP/BE)

12345678901234567890 99.999 9999999999 99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99- 999.9
F1R10003             10.564                    15,120,555.78      1,100,254,555.23       223,456,235.45-       891,918,875.56    5.7

TOTALS:                                99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99-  99.9


RECIPIENT ID:  0202222        SHORT NAME:  GREENU

  ACCOUNT NUMBER      CFDA   GROUP ID         BEGINNING           AUTHORIZATIONS         PAYMENTS &        AVAILABLE ENDING     AVG
                                               BALANCE                                   ADJUSTMENTS            BALANCE         DAYS
                                                                                         (PY/RP/BE)

12345678901234567890 99.999 9999999999 99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99- 999.9
F1R10003             10.564                    15,120,555.78      1,100,254,555.23       223,456,235.45-       891,918,875.56    5.7

TOTALS:                                99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99-  99.9

TOTAL ALC:

***************END OF REPORT***************
```

CHAPTER 12:

NOTIFICATIONS

PURPOSE

The purpose of this chapter is to describe the Notifications that an organization may receive, the conditions that generate those notifications, and how long the Notifications are retained.

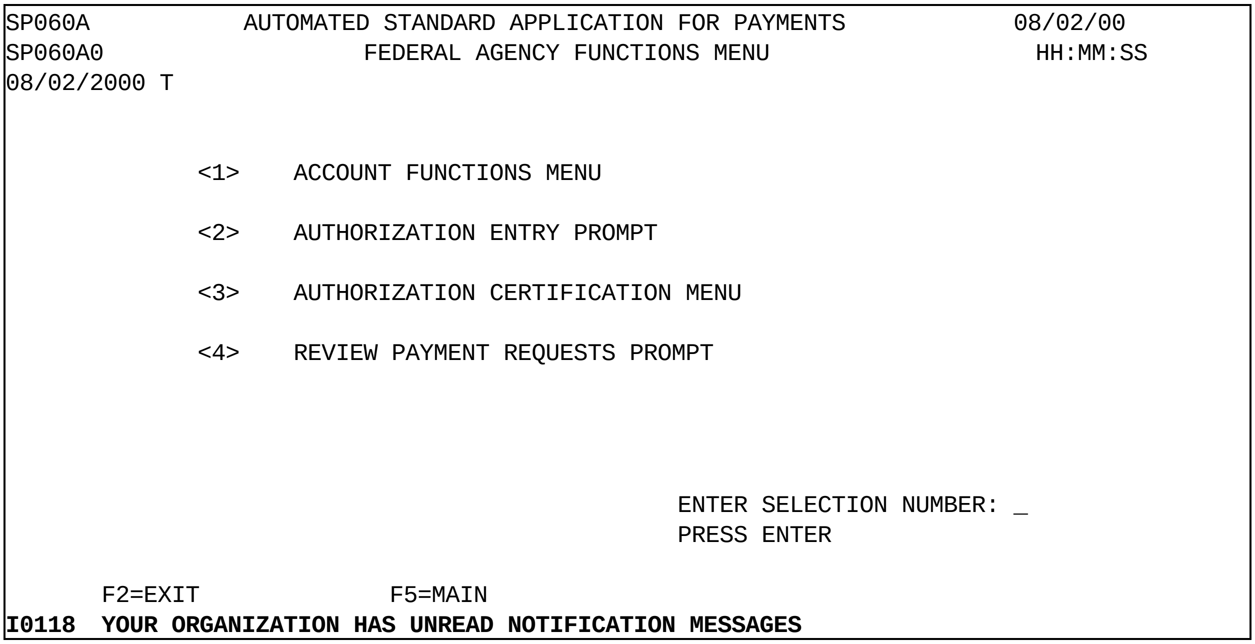
REVIEW

Notifications are system generated messages sent to ASAP User organizations when certain key events occur. These events may include but are not limited to - when an available balance is increased or decreased, when a request is awaiting agency review, or when new ASAP accounts are added.

Notifications are not directed to one user in an organization but are directed to the organization as a whole. Therefore, the first user to read the Notification messages should share the information with other users within the organization.

Unread Notification messages are retained for 25 business days. Read Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.

When a user logs onto the ASAP system, a message will appear indicating that the organization has unread notification messages. The following screen shows the message that a Federal Agency receives on the Federal Agency Functions Menu.



```
SP060A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
SP060A0                  FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T


              <1>    ACCOUNT FUNCTIONS MENU

              <2>    AUTHORIZATION ENTRY PROMPT

              <3>    AUTHORIZATION CERTIFICATION MENU

              <4>    REVIEW PAYMENT REQUESTS PROMPT




                                                ENTER SELECTION NUMBER: _
                                                PRESS ENTER

       F2=EXIT             F5=MAIN
I0118  YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

LIST OF NOTIFICATIONS

The following table shows the current list of notifications that a Federal Agency, a Recipient Organization, and a Payment Requestor may receive.

Online Notifications

Msg ID	Message Receivers	Short Name	Message Text
0002	Requestors	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR REQUESTOR PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING PAYMENT REQUESTOR INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0003	Recipients	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR RECIPIENT PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING RECIPIENT ORGANIZATION INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0004	Agencies	FILE REJ	THE FOLLOWING ACCOUNT / AUTHORIZATION FILE HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER @DATE @FILE REJECT REASON: @RESN
0005	Agencies	ACCT REJ	THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN @DATE @FILE @FPA RECIPIENT ID ACCOUNT ID CHANGE TYPE @ROID @ACCT @ACTN REJECT REASON: @RESN

Online Notifications

Msg ID	Message Receivers	Short Name	Message Text
0006	Agencies	AUTH REJ	THE FOLLOWING BATCH AUTHORIZATION TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER AUTH EFF. DATE @DATE @FILE @EFDT FPA/RGN RECIPIENT ID ACCOUNT ID INCR/DECR @FPA @ROID @ACCT @INDC AUTHORIZATION AMOUNT: @AUAM REJECT REASON: @RESN
0007	Agencies Requestors	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY ACH. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE: FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT REQUEST DATE REQUEST AMOUNT REJECT DATE @RQDT @AMT @DATE
0008	Agencies Requestors Recipients	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY FUNDS. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE: FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT REQUEST DATE REQUEST AMOUNT REJECT DATE @RQDT @AMT @DATE

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0009	Agencies Recipients Requestors	RET CLASFD	A RETURNED PAYMENT HAS BEEN CLASSIFIED TO THE FOLLOWING ACCOUNT: FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT CLASSIFIED AMOUNT CLASSIFIED DATE @AMT @DATE THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN INCREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0010	Agencies Recipients Requestors	RET RECLS	A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT: FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT RECLASSIFIED AMOUNT RECLASSIFIED DATE @AMT @DATE THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0011	Agencies	PMT REV	PAYMENT REQUEST(S) DATED @RQDT AGAINST YOUR AGENCY'S ACCOUNT(S) ARE AWAITING AGENCY REVIEW.

Online Notifications

Msg ID	Message Receivers	Short Name	Message Text
0012	Requestors	NEW AGNCY	THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP. YOU WILL BE NOTIFIED BY THIS AGENCY AND/OR YOUR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY THAT WILL BE CONVERTED TO ASAP: AGENCY LOCATION CODE/REGION: @FPA AGENCY NAME: @NAME
0013	Requestors Recipients	NEW ACCT	NEW ACCOUNT(S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY @FPA .
0014	Requestors Recipients	CHG ACCT	FEDERAL AGENCY @FPA HAS MADE CHANGES TO THE FOLLOWING ACCOUNT: RECIPIENT ID ACCOUNT ID @ROID @ACCT YOU MAY USE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE ACCOUNT.
0015	Requestors Recipients	AUTH CERT	FEDERAL AGENCY @FPA HAS CERTIFIED AN AUTHORIZATION TO THE FOLLOWING ACCOUNT: RECIPIENT ID ACCOUNT ID @ROID @ACCT EFFECTIVE DATE INCREASE/ DECREASE AUTHORIZATION AMOUNT @DATE @ACTN @AMT YOU MAY USE THE AUTHORIZATION TRANSACTION INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE AUTHORIZATION.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0016	Requestors Recipients	PMT REVIEW	FEDERAL AGENCY @FPA HAS REVIEWED THE FOLLOWING PAYMENT REQUEST AND TAKEN THE NOTED ACTION ON @DATE : REQUEST DATE #ITEMS REQUEST AMOUNT ACTION @RQDT @ITMA @APAM @RVAC @ITMR @AMT @RVRJ YOU MAY USE THE PAYMENT REQUEST INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE PAYMENT.
0017	Requestors Recipients	PMT CANNED	FEDERAL AGENCY @FPA HAS CANCELED THE FOLLOWING PAYMENT REQUEST: REQUEST DATE SETTLEMENT DATE REQUEST AMOUNT @RQDT @STDT @AMT IF YOU NEED FURTHER INFORMATION ON THE CANCELLATION, PLEASE CONTACT THE FEDERAL AGENCY.
0018	Requestors Recipients	AGNCY REV	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNT ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0019	Requestors Recipients	RO REVIEW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNTS FOR RECIPIENT @ROID ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0020	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID, ACCOUNT ID @ACCT IS SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0021	Requestors Recipients	AGNCY REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ALL ACCOUNTS UNDER REVIEW. YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0022	Requestors Recipients	ROID REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ACCOUNTS UNDER REVIEW FOR RECIPIENT ID @ROID . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0023	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR THE FOLLOWING ACCOUNT: RECIPIENT ID @ROID , ACCOUNT ID @ACCT . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications

Msg ID	Message Receivers	Short Name	Message Text
0024	Requestors Recipients	ACCT DET	ACCOUNT DETAILS HAVE BEEN ADDED/UPDATED FOR THE FOLLOWING ACCOUNT: FEDERAL PROGRAM AGENCY: @FPA RECIPIENT ID: @ROID ACCOUNT ID: @ACCT YOU MAY INQUIRE INTO THE CHANGES USING THE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0025	Agencies	DET REJ	THE FOLLOWING BATCH ACCOUNT DETAIL HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN CHANGE TYPE @DATE @FILE @FPA @ACTN RECIPIENT ID ACCOUNT ID ACCOUNT DETAIL ID @ROID @ACCT @ACDL REJECT REASON: @RESN
0026	Requestors Recipients	MAX DRAW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO A MAXIMUM DRAW LIMIT. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

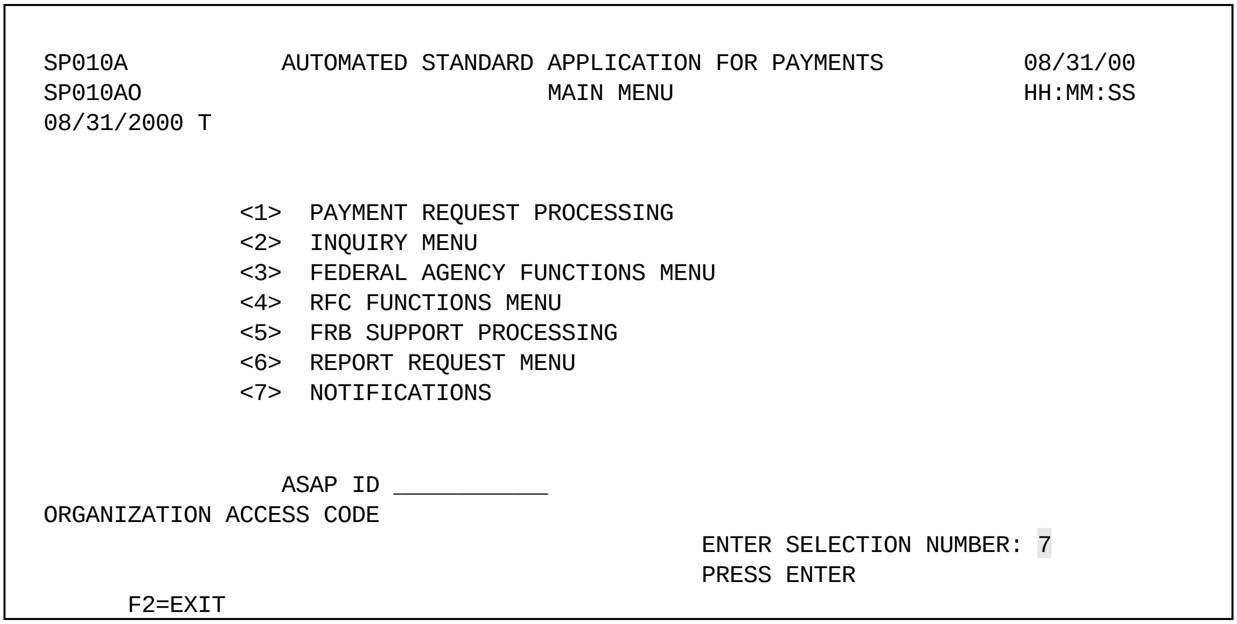
Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0027	Requestors Recipients	AUTH XFER	THE BALANCE OF THE FOLLOWING ACCOUNT: AGENCY: @FPA RECIPIENT ID: @ROID ACCOUNT: @ACCT HAS BEEN INCREASED BY THE FOLLOWING AMOUNT: @AMT DUE TO AN INTERSTATE AUTHORIZATION TRANSFER FROM STATE @RGN ON @DATE. YOU MAY USE THE AUTHORIZATION TRANSFER INQUIRY SCREEN IN THE INQUIRY MENU TO INQUIRE ON THIS TRANSACTION.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Notification feature. Review the following example.

STEP 1: ACTION

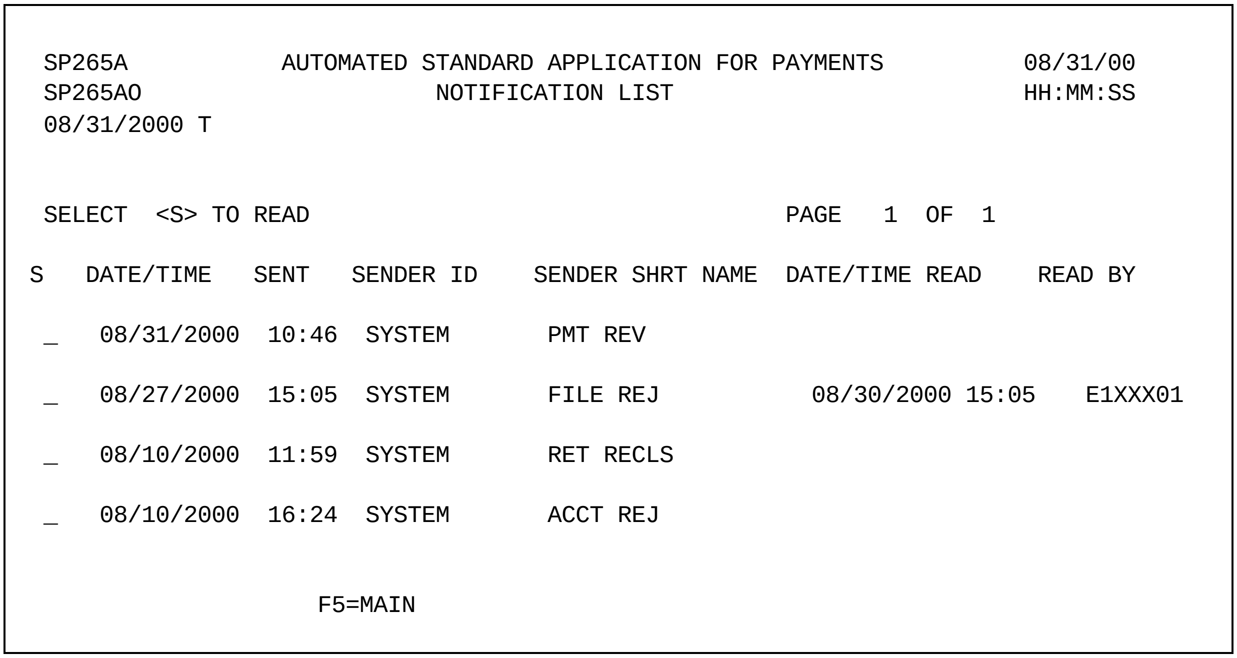
On the Main Menu, type 7 for Notifications and press Enter.



```
SP010A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP010AO                             MAIN MENU                         HH:MM:SS
08/31/2000 T


              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS


                 ASAP ID ___________
ORGANIZATION ACCESS CODE
                                               ENTER SELECTION NUMBER: 7
                                               PRESS ENTER
      F2=EXIT
```

STEP 1: RESULT

The Notification List appears.



```
 SP265A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
 SP265AO                     NOTIFICATION LIST                         HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                                   PAGE   1  OF  1

S   DATE/TIME   SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

 _   08/31/2000  10:46  SYSTEM       PMT REV

 _   08/27/2000  15:05  SYSTEM       FILE REJ           08/30/2000 15:05   E1XXX01

 _   08/10/2000  11:59  SYSTEM       RET RECLS

 _   08/10/2000  16:24  SYSTEM       ACCT REJ


                    F5=MAIN
```

STEP 2: ACTION

On the Notification List choose which notification you would like to view the Detail on by placing an S= in the SELECT field and pressing ENTER.

```
SP265A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP265AO                    NOTIFICATION LIST                         HH:MM:SS
08/31/2000 T


SELECT  <S> TO READ                                 PAGE   1  OF  1

S   DATE/TIME   SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

_   08/31/2000  10:46  SYSTEM       PMT REV

_   08/27/2000  15:05  SYSTEM       FILE REJ           08/30/2000 15:05    E1XXX01

S   08/10/2000  11:59  SYSTEM       RET RECLS

_   08/10/2000  16:24  SYSTEM       ACCT REJ


                    F5=MAIN
```

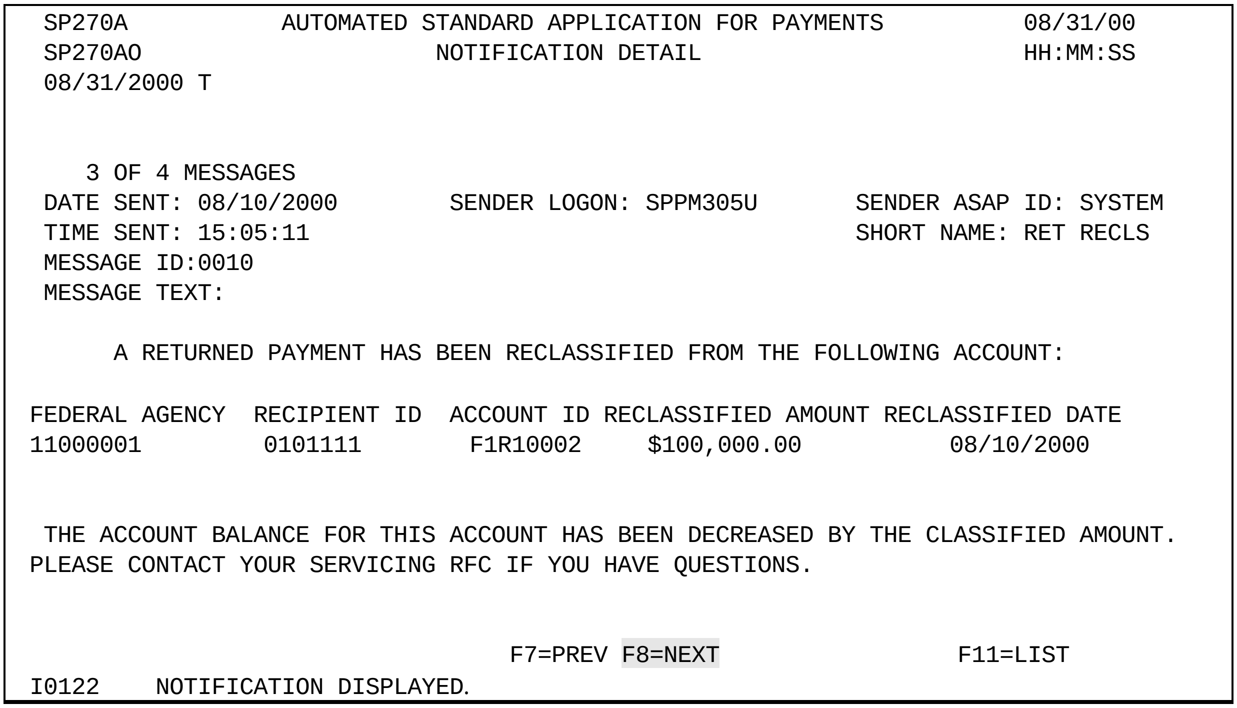
STEP 2: RESULT

The Notification Detail you specified appears.

```
SP270A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP270AO                    NOTIFICATION DETAIL                       HH:MM:SS
08/31/2000 T

   3 OF 4 MESSAGES
DATE SENT:   08/10/2000      SENDER LOGON: SPPM305U       SENDER ASAP ID: SYSTEM
TIME SENT:   15:05:11                                     SHORT NAME: RET RECLS
MESSAGE ID:  0010
MESSAGE TEXT:

     A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT:

FEDERAL AGENCY  RECIPIENT ID  ACCOUNT ID RECLASSIFIED AMOUNT RECLASSIFIED DATE
11000001         0101111        F1R10002     $100,000.00          08/10/2000


THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT.
PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.



                                F7=PREV F8=NEXT                F11=LIST
I0122    NOTIFICATION DISPLAYED.
```

STEP 3: ACTION

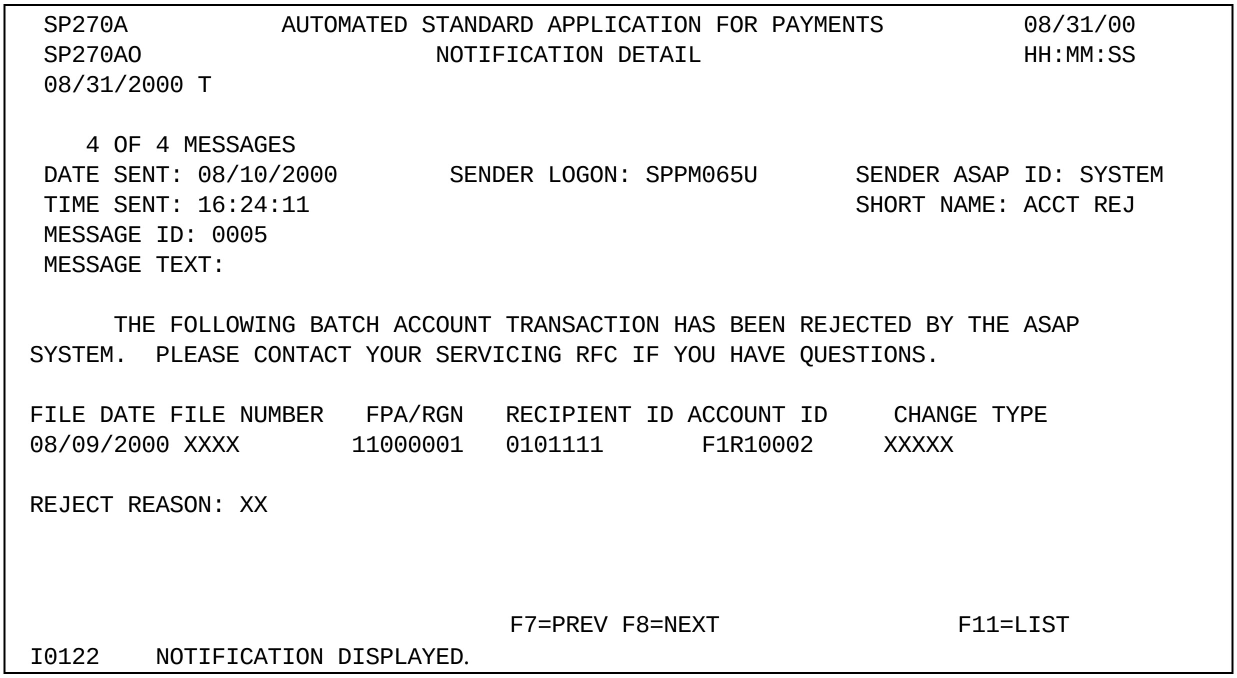
To view more Notifications addressed to your organization press the F8=NEXT key to see the next available notification.



```
 SP270A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP270AO                    NOTIFICATION DETAIL                      HH:MM:SS
 08/31/2000 T


    3 OF 4 MESSAGES
 DATE SENT: 08/10/2000       SENDER LOGON: SPPM305U      SENDER ASAP ID: SYSTEM
 TIME SENT: 15:05:11                                     SHORT NAME: RET RECLS
 MESSAGE ID:0010
 MESSAGE TEXT:

      A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT:

FEDERAL AGENCY  RECIPIENT ID  ACCOUNT ID RECLASSIFIED AMOUNT RECLASSIFIED DATE
11000001         0101111       F1R10002     $100,000.00          08/10/2000


 THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT.
PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.


                                  F7=PREV F8=NEXT                F11=LIST
I0122    NOTIFICATION DISPLAYED.
```

STEP 3: RESULT

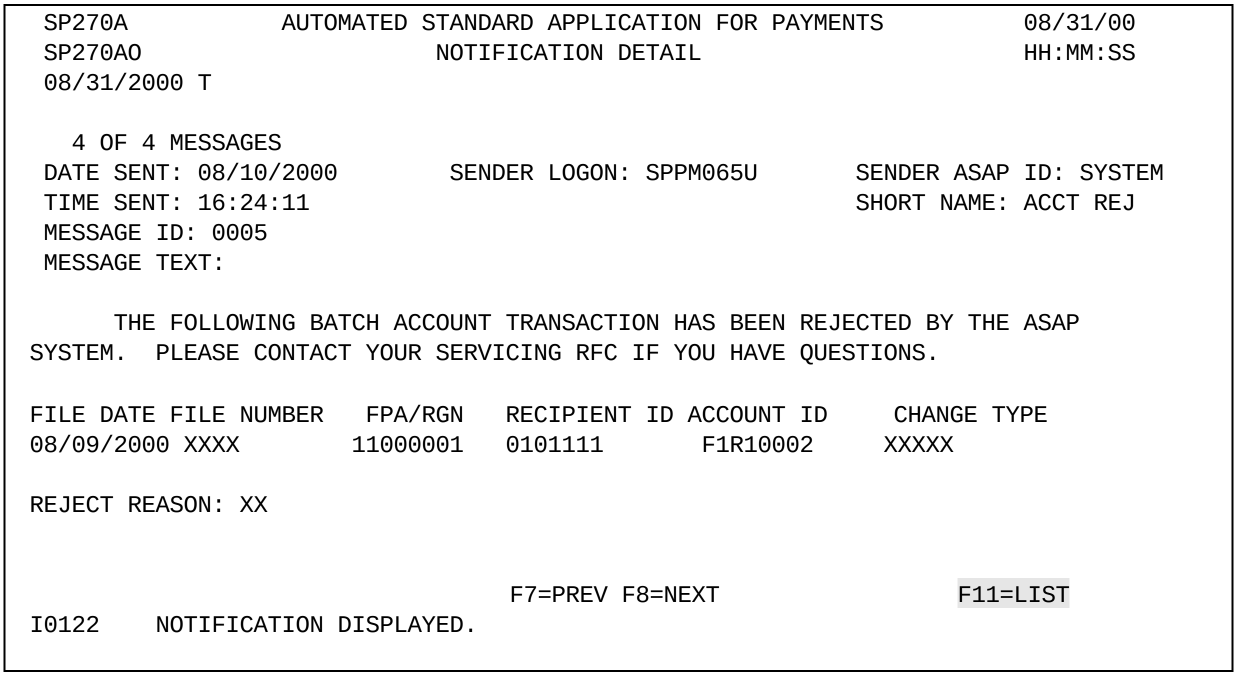
You are then presented with Notification 4 of 4. You may use F7=PREV to review previous notifications.



```
 SP270A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP270AO                    NOTIFICATION DETAIL                      HH:MM:SS
 08/31/2000 T

    4 OF 4 MESSAGES
 DATE SENT: 08/10/2000       SENDER LOGON: SPPM065U      SENDER ASAP ID: SYSTEM
 TIME SENT: 16:24:11                                     SHORT NAME: ACCT REJ
 MESSAGE ID: 0005
 MESSAGE TEXT:

      THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP
SYSTEM.  PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.

FILE DATE FILE NUMBER   FPA/RGN   RECIPIENT ID ACCOUNT ID     CHANGE TYPE
08/09/2000 XXXX        11000001   0101111       F1R10002     XXXXX

REJECT REASON: XX



                                  F7=PREV F8=NEXT                F11=LIST
I0122    NOTIFICATION DISPLAYED.
```

STEP 4: ACTION

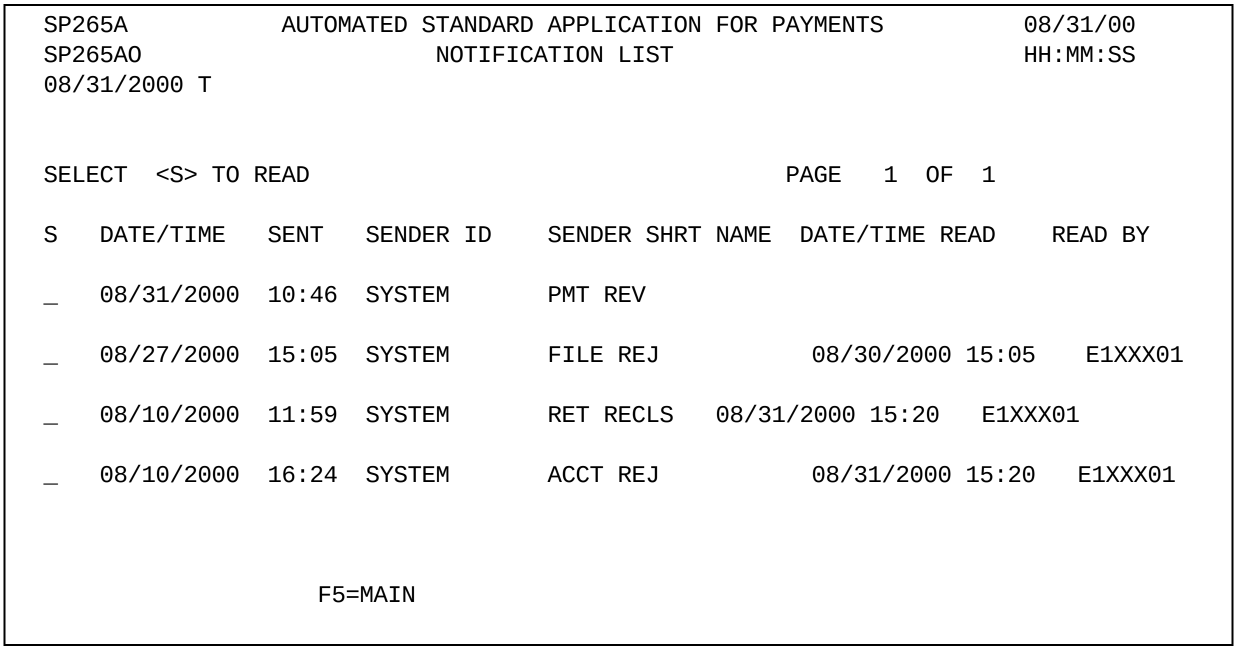
To get back to the Notification List, press F11=LIST.



```
 SP270A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
 SP270AO                     NOTIFICATION DETAIL                       HH:MM:SS
 08/31/2000 T

   4 OF 4 MESSAGES
 DATE SENT: 08/10/2000        SENDER LOGON: SPPM065U       SENDER ASAP ID: SYSTEM
 TIME SENT: 16:24:11                                       SHORT NAME: ACCT REJ
 MESSAGE ID: 0005
 MESSAGE TEXT:

      THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP
SYSTEM.  PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.

FILE DATE FILE NUMBER   FPA/RGN   RECIPIENT ID ACCOUNT ID     CHANGE TYPE
08/09/2000 XXXX        11000001   0101111       F1R10002     XXXXX

REJECT REASON: XX


                                  F7=PREV F8=NEXT                 F11=LIST
I0122    NOTIFICATION DISPLAYED.
```

STEP 4: RESULT

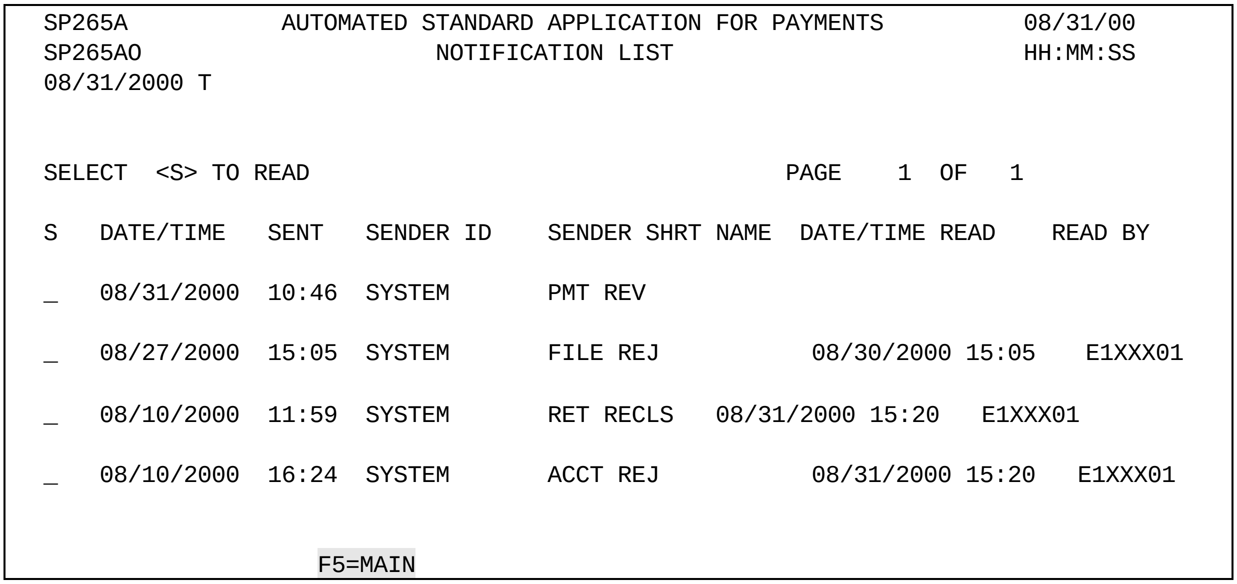
The Notification List appears allowing for the selection of another Notification or access to the Main Menu.



```
 SP265A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
 SP265AO                     NOTIFICATION LIST                         HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                                  PAGE   1  OF  1

 S   DATE/TIME   SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

 _   08/31/2000  10:46  SYSTEM       PMT REV

 _   08/27/2000  15:05  SYSTEM       FILE REJ           08/30/2000 15:05    E1XXX01

 _   08/10/2000  11:59  SYSTEM       RET RECLS   08/31/2000 15:20   E1XXX01

 _   08/10/2000  16:24  SYSTEM       ACCT REJ           08/31/2000 15:20   E1XXX01



                     F5=MAIN
```

STEP 5: ACTION

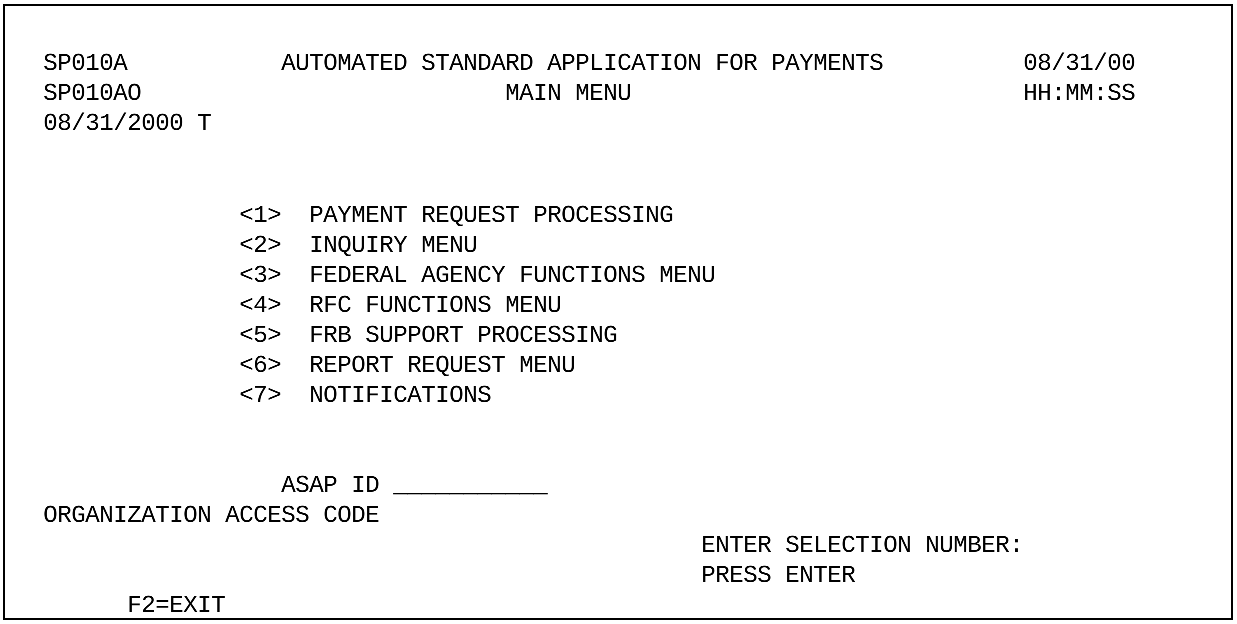
Press F5=MAIN to return to the Main Menu.



```
SP265A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP265AO                    NOTIFICATION LIST                         HH:MM:SS
08/31/2000 T


SELECT  <S> TO READ                                 PAGE    1  OF   1

S   DATE/TIME   SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

_   08/31/2000  10:46  SYSTEM       PMT REV

_   08/27/2000  15:05  SYSTEM       FILE REJ          08/30/2000 15:05    E1XXX01

_   08/10/2000  11:59  SYSTEM       RET RECLS   08/31/2000 15:20   E1XXX01

_   08/10/2000  16:24  SYSTEM       ACCT REJ          08/31/2000 15:20   E1XXX01


                      F5=MAIN
```

STEP 5: RESULT

The Main Menu appears allowing for the selection of other Menu items.



```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP010AO                         MAIN MENU                            HH:MM:SS
08/31/2000 T


              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS


                 ASAP ID ___________
ORGANIZATION ACCESS CODE
                                               ENTER SELECTION NUMBER:
                                               PRESS ENTER
      F2=EXIT
```

CHAPTER 13:

GETTING OUT

USING CQ

PURPOSE

In this chapter, you will learn how to log off of the ASAP system. Logging off improperly may cause problems on your next attempt to access ASAP.

GUIDE TO EXAMPLES

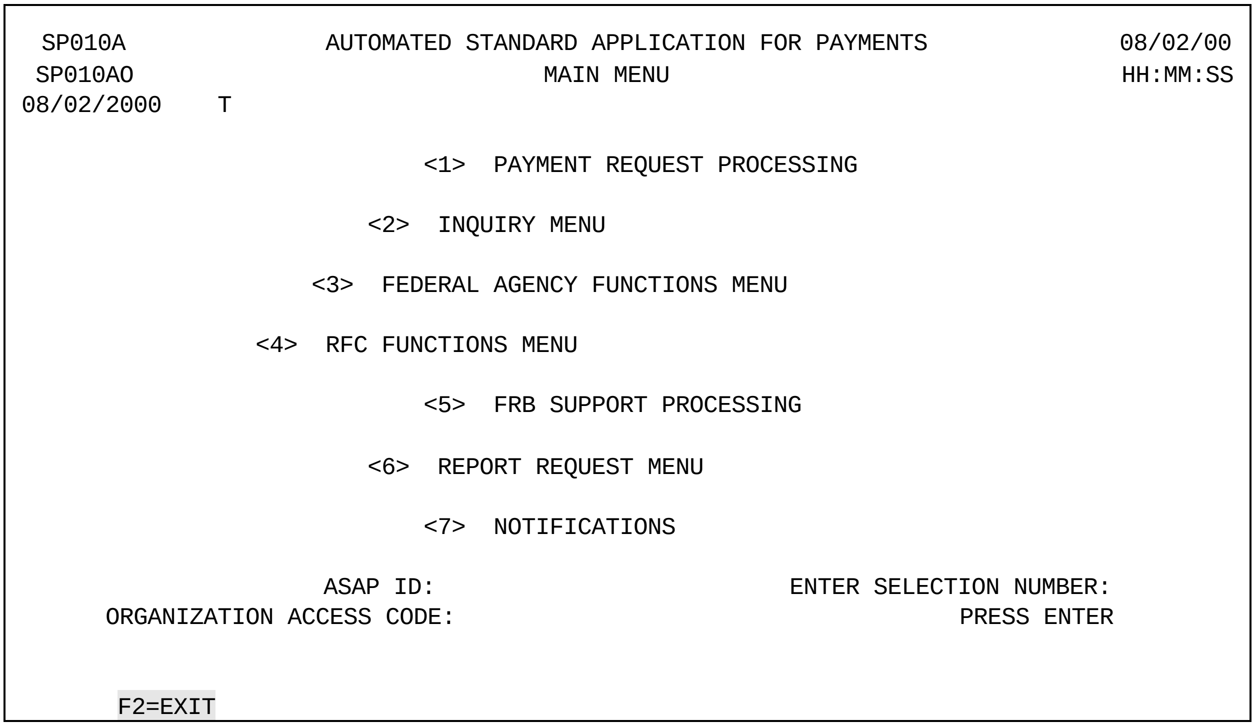
The examples in the chapter will show how to get out of ASAP using CQ for DOS and CQ for WINDOWS communications software.

EXAMPLE ONE

Using CQ for DOS, we will sign off from ASAP.

STEP 1: ACTION

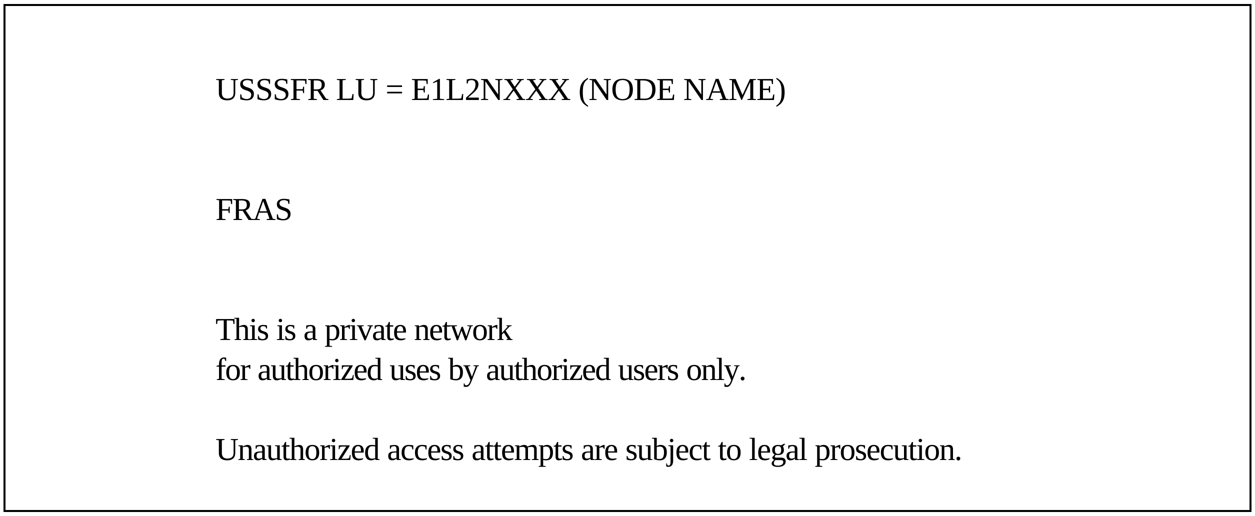
Navigate to any menu or sub-menu and press the F2 EXIT function key. The Main Menu is shown below:



```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
 SP010AO                          MAIN MENU                               HH:MM:SS
08/02/2000    T

                            <1>  PAYMENT REQUEST PROCESSING

                        <2>  INQUIRY MENU

                    <3>  FEDERAL AGENCY FUNCTIONS MENU

                <4>  RFC FUNCTIONS MENU

                            <5>  FRB SUPPORT PROCESSING

                        <6>  REPORT REQUEST MENU

                            <7>  NOTIFICATIONS

                    ASAP ID:                         ENTER SELECTION NUMBER:
      ORGANIZATION ACCESS CODE:                                  PRESS ENTER


        F2=EXIT
```

STEP 1: RESULT

The user is returned to the FRAS screen, as shown below.



```
USSSFR LU = E1L2NXXX (NODE NAME)


FRAS


This is a private network
for authorized uses by authorized users only.

Unauthorized access attempts are subject to legal prosecution.
```

STEP 2: ACTION

The user presses the Esc key once.

```
          USSSFR LU = E1L2NXXX (NODE NAME)


          FRAS


          This is a private network
          for authorized uses by authorized users only.

          Unauthorized access attempts are subject to legal prosecution.
```

STEP 2: RESULT

The following selections appear on the FRAS Screen.

```
          USSSFR LU = E1L2NXXX (NODE NAME)

          FRAS

          This is a private network
          for authorized uses by authorized users only.

          Unauthorized access attempts are subject to legal prosecution.

                         1 - Choose Session to View
                         2 - Destination Entry for Printer Data
                         3 - Suspend/Cancel/Resume Data Transfer
                         ESC - Go to Main Menu
                         Enter - Return to Emulation Screen

                         Choose one of the above

 (The Status Line Appears here)
```

STEP 3: ACTION

The user presses Esc again to navigate to the CQ Main Menu.

```
          USSSFR LU = E1L2NXXX (NODE NAME)

          FRAS

          This is a private network
          for authorized uses by authorized users only.

          Unauthorized access attempts are subject to legal prosecution.

                              1 - Choose Session to View
                              2 - Destination Entry for Printer Data
                              3 - Suspend/Cancel/Resume Data Transfer
                              ESC - Go to Main Menu
                              Enter - Return to Emulation Screen

                              Choose one of the above
```

STEP 3: RESULT

The CQ Main Menu is displayed.

```
CQ-3270R SNA Station Emulator w/DES  Release 3.4
          MAIN MENU

                    1 - Choose Session to View
                    2 - Destination Entry for Printer Data
                    3 - Suspend/Cancel/Resume Data Transfer
                    4 - Reestablish connection to host
                    5 - Display SNA Diagnostic Information
                    6 - Disconnect Host, Terminate Emulator

Press one of the above numbers:

Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge
```

STEP 4: ACTION

The user selects menu option 6 to exit.

```
CQ-3270R SNA Station Emulator w/DES  Release 3.4
        MAIN MENU

                        1 - Choose Session to View
                        2 - Destination Entry for Printer Data
                        3 - Suspend/Cancel/Resume Data Transfer

                        4 - Reestablish connection to host
                        5 - Display SNA Diagnostic Information
                        6 - Disconnect Host, Terminate Emulator

Press one of the above numbers: 6

Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge
```

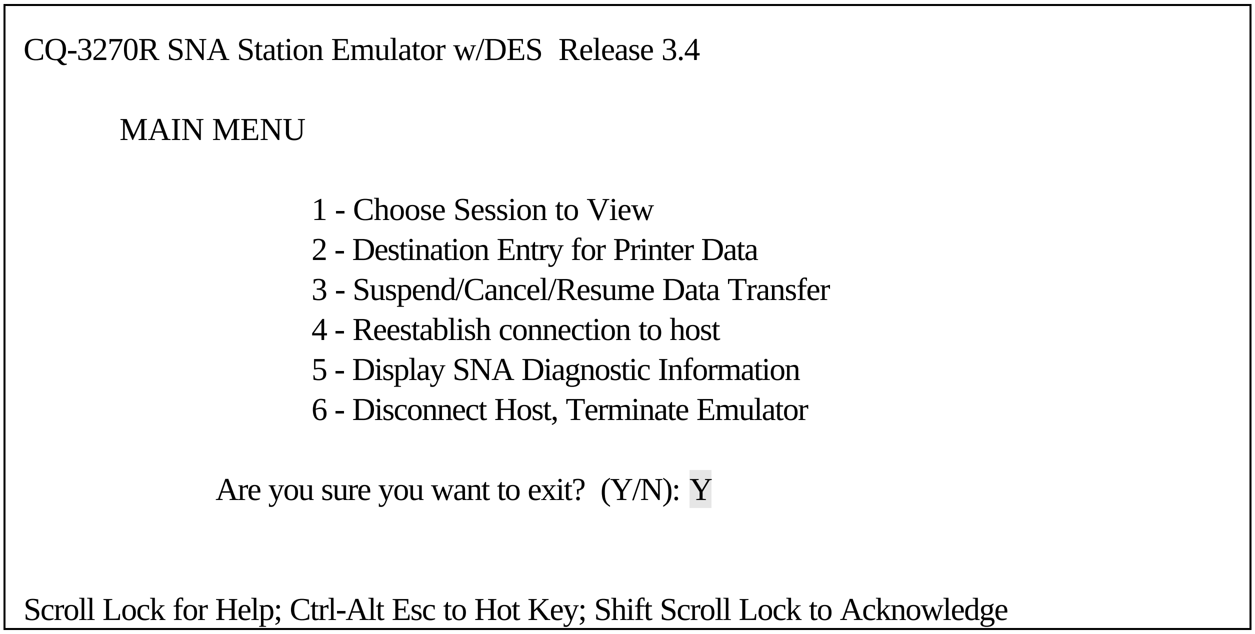
STEP 4: RESULT

The user will be prompted to confirm (Y/N).

```
CQ-3270R SNA Station Emulator w/DES  Release 3.4

        MAIN MENU

                        1 - Choose Session to View
                        2 - Destination Entry for Printer Data
                        3 - Suspend/Cancel/Resume Data Transfer
                        4 - Reestablish connection to host
                        5 - Display SNA Diagnostic Information
                        6 - Disconnect Host, Terminate Emulator

                Are you sure you want to exit?  (Y/N):


Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge
```

STEP 5: ACTION

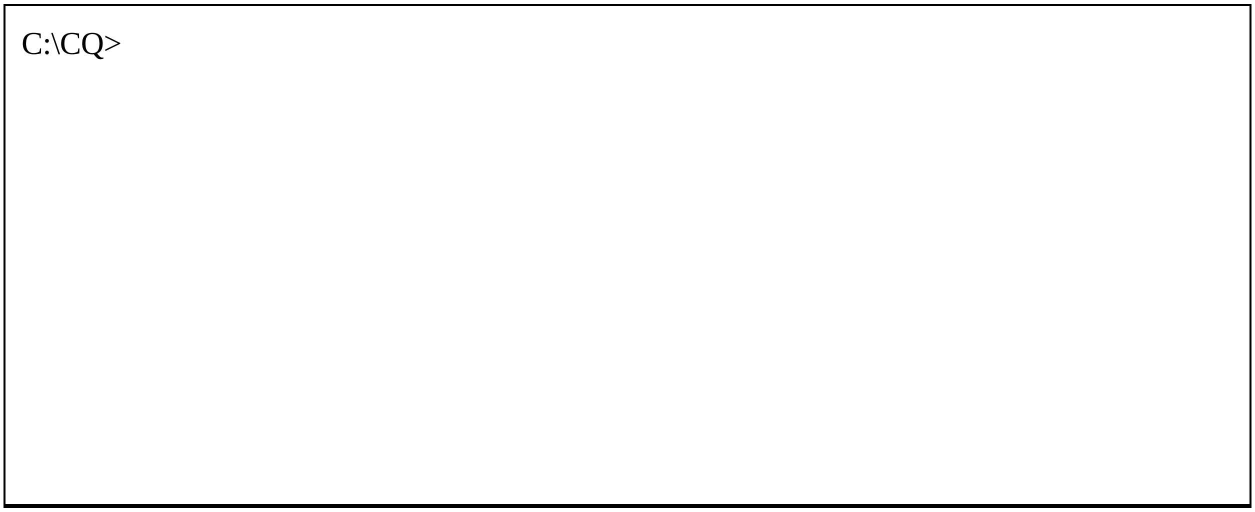
Respond with a Y for Yes to the Are You Sure message.



```
CQ-3270R SNA Station Emulator w/DES  Release 3.4

        MAIN MENU

                        1 - Choose Session to View
                        2 - Destination Entry for Printer Data
                        3 - Suspend/Cancel/Resume Data Transfer
                        4 - Reestablish connection to host
                        5 - Display SNA Diagnostic Information
                        6 - Disconnect Host, Terminate Emulator

                Are you sure you want to exit?  (Y/N): Y


Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge
```

STEP 5: RESULT

You are returned to the C:\CQ prompt in DOS.



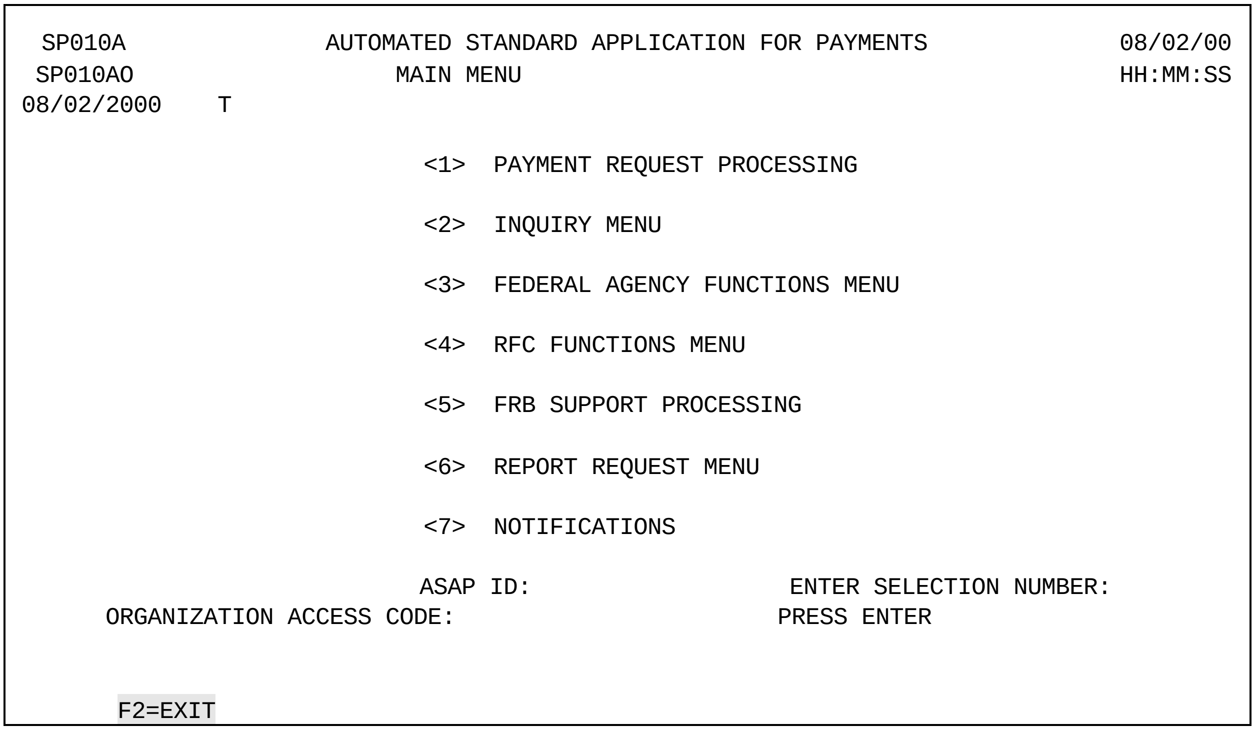
```
C:\CQ>
```

EXAMPLE TWO

Using CQ for Windows, we will sign off from ASAP.

STEP 1: ACTION

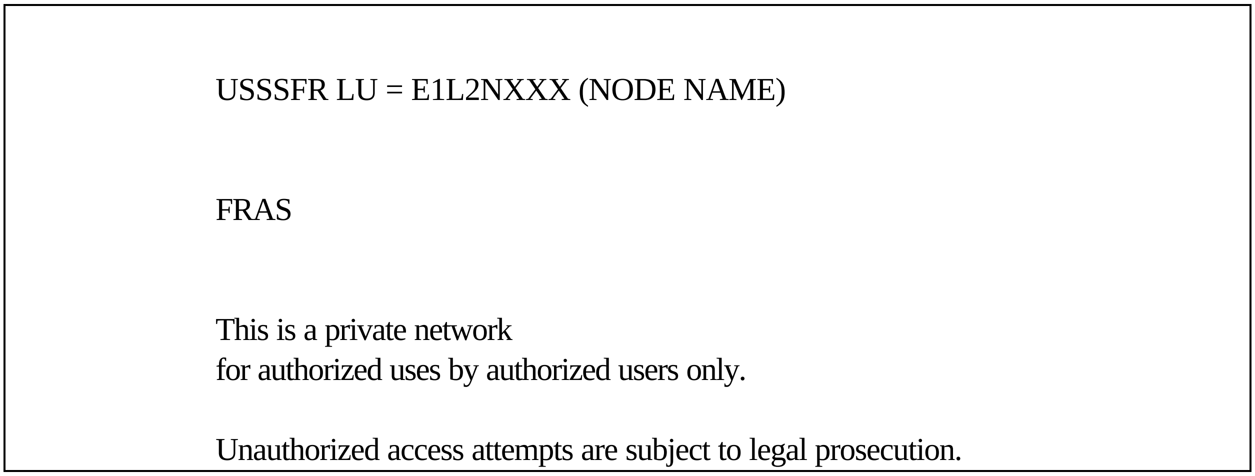
Navigate to any menu or sub-menu and press the F2 EXIT function key. The Main Menu is shown below:



```
  SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/02/00
 SP010AO                        MAIN MENU                                      HH:MM:SS
08/02/2000    T

                              <1>  PAYMENT REQUEST PROCESSING

                              <2>  INQUIRY MENU

                              <3>  FEDERAL AGENCY FUNCTIONS MENU

                              <4>  RFC FUNCTIONS MENU

                              <5>  FRB SUPPORT PROCESSING

                              <6>  REPORT REQUEST MENU

                              <7>  NOTIFICATIONS

                             ASAP ID:                    ENTER SELECTION NUMBER:
      ORGANIZATION ACCESS CODE:                         PRESS ENTER


        F2=EXIT
```

STEP 1: RESULT

The user is returned to the FRAS screen, as shown below. Click on **File,** then **Exit**. At the CQ Win box, Click on **File** and **Close**.



USSSFR LU = E1L2NXXX (NODE NAME)

FRAS

This is a private network
for authorized uses by authorized users only.

Unauthorized access attempts are subject to legal prosecution.

CHAPTER 14:

RECEIVING AUTOMATIC REPORTS

PURPOSE

In this chapter, you will learn how to receive automatically generated reports from the ASAP system.

OVERVIEW

The ASAP system provides the following types of automatically generated reports to Federal Agencies:

# daily activity reports

# a monthly ASAP ID Directory

DAILY ACTIVITY REPORTS

The ASAP system automatically provides each Federal Agency with detailed reporting on all activity affecting its ASAP accounts. These reports are produced each day there is activity against a Federal Agency's accounts and sent to the Federal Agency the next business day. The automatically generated daily activity reports provided by ASAP are listed below:

# **Agency Payment Report** - Provides information at the ASAP account level for each payment on the day it settles and for any returned payments on the day they are classified back to the Federal Agency. Information is provided on the account detail level for control accounts. This report provides the supporting detail for the summary debit and/or credit to the Federal Agency's ALC reported daily to CA$HLINK by the Federal Reserve Bank of Richmond for ASAP activity.

# **Debit Voucher/Deposit Ticket Reports** - The end-of-day Debit Voucher (SF 5515) and Deposit Ticket (SF 215) indicating the figures reported to CA$HLINK for ASAP activity.

# **Agency Payment Warehouse Report** - Shows on a daily basis all ACH payment requests against your agency's ASAP accounts that are warehoused for settlement two or more business days beyond the report date.

# **Agency Payment Cancellation Report** - Shows all pending ACH payment requests against your agency's ASAP accounts that have been canceled on the date of the report.

# **Agency Authorization Transaction Report** - Shows all authorizations certified by your agency for its ASAP accounts on the date of the report.

# **Warehoused Authorizations Processed Report** - Shows all warehoused authorizations which have become effective on the date of the report.

# **Agency Account Transaction Report** - Shows the latest account profile information for any of your agency's ASAP accounts which have been created, changed, or deleted on the date of the report. It will not be generated when changes are made to account details for Control Accounts.

# **Agency Book Entry Adjustment Report** - Shows all book entry adjustments made to your agency's ASAP accounts on the date of the report. It will reflect changes to add account details.

MONTHLY ASAP ID DIRECTORY REPORT

This report shows all ASAP user organizations along with their ASAP IDs and contact information. It may be used as a reference for Recipient and Requestor IDs when building ASAP accounts. The ASAP ID Directory is automatically generated like the daily activity reports, but it is produced only on the first business day of each month. This report is delivered either to an agency's Fedline terminal or its mainframe as described below. Federal Agencies whose report delivery method is fax or paper will not receive this report.

DAILY ACTIVITY REPORT DELIVERY MECHANISMS

There are three mechanisms from which to choose to receive automatically generated daily activity reports from ASAP:

# **Fedline Terminal** - Using this mechanism, the Federal Agency receives the reports at a personal computer running Fedline software. Federal Agencies using Fedline terminals may choose to dial in on a daily basis and retrieve their reports for printing, or they may choose to have the Federal Reserve automatically dial out to the agency's Fedline terminal and send the reports. Procedures for retrieving reports are included with the Fedline software provided to the agencies.

# **Mainframe Connection** - If the volume of your agency's ASAP activity is typically large, or if your agency prefers to process the information in its reports in an automated manner, you may arrange to have the ASAP system transfer the reports directly to your mainframe. All automatically generated reports are transmitted in a **print display format** and may be printed without further file manipulation.

# **Fax** - If the volume of your agency's ASAP activity is typically light, your agency may choose to receive its automatically generated reports via fax. You simply provide a fax number to your servicing RFC and indicate that this is your preferred report delivery method, and the ASAP system will automatically fax your reports to the number you provided.

Copies of all agency daily activity reports are provided to the servicing RFC for its information.

SECTION 14.1

AGENCY PAYMENT REPORT

DESCRIPTION

The Agency Payment Report provides information at the ASAP account level for each payment on the day it settles and for any returned payments on the day they are classified back to the Federal Agency. Information is provided at the account detail level for control accounts. A report will be produced each day payments settle against, or returns are classified to, a Federal Agency's ASAP account(s).

SORT SEQUENCE

All payments on this report are grouped by Recipient ID and then Account ID.

TOTALS AND SUBTOTALS

There are totals at the Recipient ID level and at the ALC/Region level. Within each level, the total payments and classified returned payments for the day are shown , and each of these is broken out by payment mechanism (ACH and FUNDS).

The information on this report provides the supporting detail for ASAP activity reported to CA$HLINK. The total payment amount at the ALC level shown on the report will agree with the summary debit reported on the SF-5515 Debit Voucher. The total amount of classified returns at the ALC level shown on the report will agree with the summary credit reported on the SF-215 Deposit Ticket. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the SF 5515 or SF 215.

REPORT FIELDS TO NOTE

# **Item Date** - For payments, this is the **settlement** date. For returned payments, this is the date the return was **classified** back to the ASAP account.

# **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number consists of five fields:

> **Date** - the date a transaction was posted in ASAP (i.e., when a payment request was **approved** or a return was classified).
>
> **Endpoint** - the User ID of the individual posting the transaction via VAN connection, or the terminal at which the transaction was posted via direct dial connection.

Seq # - sequence number, which identifies the transaction entry session at the above endpoint on the above date.

Item # -sequentially numbers each transaction within a sequence number.

Time - the time at which the transaction was posted on the above date.

# **T.C.** - Transaction Code. **Payments** are identified by a "**D**" in this field as a debit to the ASAP account, and classified **returns** are identified by a "**C**" (credit).

NOTE - Negative draw adjustments will appear with a debit transaction code on this report, and the amount of the transaction will carry a negative sign.

# **Mech** - Payment mechanism. "**A**" denotes ACH, and "**F**" denotes FUNDS (Fedwire).

# **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for the account affected by the transaction, that Group ID appears here.

# **Account ID** - shows the account ID(s) from which payments were made. If the account is a Control Account, the associated account detail IDs and amounts requested at the detail level will be listed below the Account ID.

The following page shows the layout of the Agency Payment Report.

```
RUN DATE: 08/02/2000          AUTOMATED STANDARD APPLICATION FOR PAYMENTS                      PROGRAM: SPPN905N
RUN TIME: HH/MM/SS                     AGENCY PAYMENT REPORT                                      PAGE:    1
                                     FOR CYCLE  DATE 08/02/2000
ALC/REGION: 11000001/      US MONEY1


 RECIPIENT                ITEM    ---------------ASAP SEQUENCE NUMBER------------------    PAYMENT                                GROUP
   ID      ACCOUNT ID     DATE      DATE    ENDPOINT   SEQ  #   ITEM #      TIME              AMOUNT        T.C.       MECH.     ID

0101111   F1R10003   08/02/2000  08/02/2000   E1TEA01    000001   000001    08:51:235                1,000.00        D          A
             SUBACCT1                                                                   500.00        D
             SUBACCT2                                                                   500.00        D
0101111   F1R10007   08/02/2000  08/02/2000   E1TEA01    000001   000002    08:51:235              - 2,000.00        D          A
             SUBACCT A                                                                  -1000.00      D
             SUBACCT B                                                                  -1000.00      D
0101111   F1R10009   08/02/2000  08/02/2000   E1TEA01    000001   000003    08:51:235                3,000.00        D          A
0101111   F1R10012   08/02/2000  08/02/2000   E1TEA01    000001   000004    08:51:235                2,000.00        D          A


TOTALS FOR RECIPIENT ID    0101111
TOTAL ACH PAYMENTS                     4,000.00         TOTAL ACH CLASSIFICATIONS              0.00
TOTAL FUNDS PAYMENTS                       0.00         TOTAL FUNDS CLASSIFICATIONS            0.00
TOTAL PAYMENTS                         4,000.00          TOTAL CLASSIFIED RETURNS              0.00

0202222   F1R10002   08/02/2000  08/02/2000   E1TEA01    000001   000001    13:31:226                5,000.00        D          A
0202222   F1R10003   08/02/2000  08/02/2000   E1TEA01    000001   000002    13:31:226                4,000.00        C          A

TOTALS FOR RECIPIENT  ID    0202222
TOTAL ACH PAYMENTS                   5,000.00           TOTAL ACH CLASSIFICATIONS              4,000.00
TOTAL FUNDS PAYMENTS                     0.00           TOTAL FUNDS CLASSIFICATIONS                0.00
TOTAL PAYMENTS                       5,000.00            TOTAL CLASSIFIED RETURNS              4,000.00


TOTALS FOR ALC/REGION      11000001/
TOTAL ACH PAYMENTS                 9,000.00             TOTAL ACH CLASSIFICATIONS             4,000.00
TOTAL FUNDS PAYMENTS                   0.00              TOTAL FUNDS CLASSIFICATIONS              0.00
TOTAL PAYMENTS                     9,000.00              TOTAL CLASSIFIED RETURNS             4,000.00


                           * * * * * * * *      END  OF  REPORT       * * * * * * * *
```

SECTION 14.2

DEBIT VOUCHER REPORT

DESCRIPTION

At the end of each business day on which **payments** have settled against an agency's ASAP accounts, the Federal Reserve Bank of Richmond reports a summary debit amount to the agency's ALC in the CA$HLINK system. This summary debit amount is reported to the affected Federal Agency on the automatically generated Debit Voucher Report (SF 5515) from the ASAP system.

The Debit Voucher Report reflects the total amount of payments made by ASAP for an ALC. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the Debit Voucher Report. The figures at the ALC level should be reported on the agency's SF-224, Statement of Transactions.

REPORT FIELDS TO NOTE

#	**Voucher Number** - A system assigned document number.

#	**Date of Debit** - The date on which the payments settled.

#	**Amount** - The sum of all payment amounts made by ASAP for this ALC on the report date.

#	**Department or Agency and Address** - Department, Agency, and Street address of the Federal Agency whose ALC is being debited.

#	**Name and Address of Depositary** - the Federal Reserve Bank that processed the debit transaction.

See the following page for a sample Debit Voucher Report.

RUN DATE: 08/02/2000
RUN TIME: HH:MM:SS

AUTOMATED STANDARD APPLICATION FOR PAYMENTS
DEBIT VOUCHER REPORT
FOR CYCLE DATE 08/02/2000

PROGRAM: SPPQ909N
PAGE: 1

STANDARD FORM 5515

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE OF DEBIT	AGENCY LOCATION CODE	AMOUNT
003501	08/02/2000	11000001	$ 50,000.00

DEPARTMENT OR AGENCY AND ADDRESS:

US MONEY1
123 MAIN STREET
ANYWHERE, USA 15926

NAME AND ADDRESS OF DEPOSITARY:

FEDERAL RESERVE BANK OF RICHMOND
RICHMOND VIRGINIA 23261

IT IS CERTIFIED THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN.

AUTHORIZED BY FRB ASAP CENTRAL BUSINESS ADMINISTRATION FUNCTION

******************END OF REPORT****************

SECTION 14.3

DEPOSIT TICKET REPORT

At the end of each business day on which **returned payments** have been classified back to an agency's ASAP accounts, the Federal Reserve Bank of Richmond reports a summary credit amount to the agency's ALC in the CA$HLINK system. This summary credit amount is reported to the affected Federal Agency on the automatically generated Deposit Ticket Report (SF 215) from the ASAP system.

The Deposit Ticket Report reflects the total amount of returned payments classified to accounts associated with an ALC for a particular day. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the Deposit Ticket Report. The figures at the ALC level should be reported on the agency's SF-224, Statement of Transactions.

REPORT FIELDS TO NOTE

- **Deposit Number** - A system assigned document number.
- **Date of Credit** - The date on which the deposits were made; i.e., the returned payments were classified.
- **Amount** - The sum of all returned payment amounts classified to this ALC on the report date.
- **Department or Agency and Address** - Department, Agency, and Street address of the Federal Agency whose ALC is being credited.
- **Name and Address of Depositary** - the Federal Reserve Bank that processed the deposit transaction.

See the following page for a sample Deposit Ticket Report.

```
RUN DATE:   08/02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS                       PROGRAM: SPPQ909N
RUN TIME:   HH:MM:SS                   DEPOSIT TICKET REPORT                                       PAGE:  1
                                      FOR CYCLE DATE 08/02/2000


STANDARD FORM 215                             D E POS I T   TICKET                 DEPARTMENT OF THE TREASURY
                                                                                       FINANCIAL MANAGEMENT SERVICE



           DEPOSIT NUMBER    DATE OF CREDIT    AGENCY LOCATION CODE        AMOUNT

              003678           08/02/2000             11000001               $ 50,000.00



DEPARTMENT OR AGENCY AND ADDRESS:     NAME AND ADDRESS OF DEPOSITARY:          IT IS CERTIFIED THAT THE ABOVE
                                                                               AMOUNT HAS BEEN RECEIVED FOR
US MONEY1                               FEDERAL RESERVE BANK OF RICHMOND         CREDIT IN THE ACCOUNT OF THE
123 MAIN STREET                         RICHMOND VIRGINIA  23261               U.S. TREASURY ON THE DATE SHOWN.
ANYWHERE, USA    15926
                                                                               AUTHORIZED BY FRB ASAP CENTRAL
                                                                               BUSINESS ADMINISTRATION FUNCTION




                         ******************END OF REPORT****************
```

SECTION 14.4

AGENCY PAYMENT WAREHOUSE REPORT

DESCRIPTION

Payment Requestors have the capability in ASAP to warehouse ACH payment requests for settlement from two to 32 calendar days from the date of the payment request. Available account balances are reduced upon approval of the warehoused payment request. Availability of the ASAP system payment warehousing capability is at the discretion of the Federal Agency. Certain Federal programs lend themselves to the request of future dated payment requests, whereas others do not.

If your agency allows warehoused payment requests against any of its ASAP accounts, the Agency Payment Warehouse Report will be automatically generated each day that warehoused payment requests are made against your agency's accounts.

NOTE - A payment request scheduled for next-day settlement is **not** considered to be warehoused.

SORT SEQUENCE

All warehoused payment requests on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

# **Applied Date** - The date on which the payment request was approved and put into the warehouse.

# **Total Number of Warehoused Payments** - The total number at the ALC/Region level.

# **Total Amount of Warehoused Payments** - The sum of all payment request amounts warehoused on the date of the report at the ALC/Region level.

The following page shows the layout of the Agency Payment Warehouse Report.

```
RUN DATE: 08/02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS                          PROGRAM: SPPN916N
RUN TIME: HH:MM:SS              AGENCY PAYMENT WAREHOUSE REPORT                                      PAGE:     1
                                    FOR  CYCLE  DATE 08/02/2000


ALC/REGION:    11000001/     US MONEY1

RECIPIENT    RECIPIENT                         SETTLEMENT     APPLIED               PAYMENT
  ID         SHORT NAME      ACCOUNT ID        DATE           DATE                  AMOUNT

0101111      GRAY U          F1R10007        08/30/2000     08/02/2000             10,000.00
0101111      GRAY U          F1R10008        08/30/2000     08/02/2000             20,000.00
0101111      GRAY U          F1R10009        08/30/2000     08/02/2000             30,000.00


TOTAL  FOR ALC/REGION      11000001/
TOTAL NUMBER OF WAREHOUSED PAYMENTS:               3
TOTAL AMOUNT OF WAREHOUSED PAYMENTS:      $60,000.00



                                         * * * * * * * * END  OF  REPORT * * * * * * * *
```

SECTION 14.5

AGENCY PAYMENT CANCELLATION REPORT

DESCRIPTION

Payment Requestor and Federal Agency users have the capability in ASAP to cancel **pending** ACH payments. A pending payment is defined as 1) a **next-day** ACH payment request that has been approved but not yet sent to the ACH system, or 2) a **future-day warehoused** ACH payment. If a payment is canceled, the available balance(s) for the affected account(s) will be automatically restored, and the restored funds are available immediately for drawdown.

The Agency Payment Cancellation Report shows all payment requests against your agency's ASAP accounts that have been canceled on the date of the report. The report is generated automatically each day there is payment cancellation activity affecting your agency's accounts.

SORT SEQUENCE

All canceled payment requests on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

- **Total Number of Canceled Payments** - The total number at the ALC/Region level.
- **Total Amount of Canceled Payments** - The sum of all payment request amounts canceled on the date of the report at the ALC/Region level.

The following page shows the layout of the Agency Payment Cancellation Report.

```
RUN DATE: 08/02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS                      PROGRAM: SPPQ917N
RUN TIME: HH:MM:SS             AGENCY PAYMENT CANCELLATION REPORT                               PAGE:    1
                                    FOR  CYCLE  DATE 08/02/2000


ALC/REGION:    11000001/      US MONEY1

RECIPIENT     RECIPIENT                          SETTLEMENT      CANCELLED BY          PAYMENT
  ID          SHORT NAME      ACCOUNT ID      DATE              LOGON / ASAP ID          AMOUNT

0101111        GRAY U           F1R10010       08/30/2000        P1SPPQ1 / 9988776       $50,000.00
0101111        GRAY U           F1R10011       08/30/2000        P1SPPQ1 / 9988776       $60,000.00
0101111        GRAY U           F1R10012       08/30/2000        P1SPPQ1 / 9988776      $120,000.00


TOTAL  FOR ALC/REGION      11000001/
TOTAL NUMBER OF CANCELLED PAYMENTS:                3
TOTAL AMOUNT OF CANCELLED PAYMENTS:      $230,000.00



                                              * * * * * * * * END  OF  REPORT * * * * * * * *
```

SECTION 14.6

AGENCY AUTHORIZATION TRANSACTION REPORT DESCRIPTION

The Agency Authorization Transaction Report displays all authorization transactions that have been certified in ASAP for your ALC/Region on the date of the report. Authorizations entered via batch file as well as those entered on-line will appear on the report the day they are certified, regardless of effective date.

SORT SEQUENCE

All authorizations on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

# **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number for authorizations consists of five fields:

Date - the date an authorization transaction was entered in ASAP (but not necessarily certified).

Endpoint - for on-line authorizations, the terminal at which the transaction was posted. For batch authorizations, the number of the program that processed the batch.

Seq # - sequence number, which identifies the transaction entry session at the above terminal (on-line transactions) or the file number (batch transactions) on the above date.

Item # -sequentially numbers each transaction within a sequence number.

Time - the time at which the transaction was posted on the above date.

# **Incr/Decr** - Increase or Decrease. An "**I**" indicates an increase to the account's available balance, and a "**D**" indicates a decrease.

# **Effective Date** - the date on which the authorization is effective. See the discussion on Effective Date, Applied Date, and Date Certified in Chapter 5 (Entering Authorizations) and Chapter 6 (Certifying Authorizations) of this Guide.

# **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for the account affected by the transaction, that Group ID appears here.

- **Stat** - The status of an authorization transaction. An "**A**" indicates that the transaction is approved and has been applied, and a "**W**" indicates that the transaction is warehoused for application on a future date.

The following four fields appear after each set of authorization transactions per Recipient ID:

- **Total Authorizations Processed for Recipient ID** - Indicates the Recipient ID for which totals are presented, and on the same line, the number of authorization transactions on the report for that Recipient.

- **Total Increases** -The sum of all increase authorization amounts for the **preceding Recipient ID**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

- **Total Decreases** - The sum of all decrease authorization amounts for the **preceding Recipient ID**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

- **Total Warehoused** - The net of all increase and decrease warehoused authorization amounts for the **preceding Recipient ID**.

The following four fields appear once at the **end** of the report and represent the sum of the Recipient-level information:

- **Total Authorizations Processed for ALC/Region** - Indicates the ALC/Region for which totals are presented, and on the same line, the number of authorization transactions on the report for that ALC/Region.

- **Total Increases** - The sum of all increase authorization amounts for the **ALC/Region**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

- **Total Decreases** - The sum of all decrease authorization amounts for the **ALC/Region**. This sum includes transactions applied on the date of the report as well as those warehoused on the date of the report for future application.

- **Total Warehoused** -The net of all increase and decrease warehoused authorization amounts for the **ALC/Region**.

The following page shows the layout of the Agency Authorization Transaction Report.

```
RUN DATE: 08/02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS                          PROGRAM: SPPN915N
RUN TIME: HH:MM:SS            AGENCY AUTHORIZATION TRANSACTION REPORT                               PAGE:   1
                                      FOR CYCLE  DATE 08/02/2000

ALC/REGION:    11000001/     US MONEY1

RECIPIENT              ----------    ASAP SEQUENCE NUMBER    --------------    AUTHORIZATION     INCR/    EFFECTIVE    GROUP
  ID       ACCOUNT ID     DATE       DATE     ENDPOINT   SEQ  #   ITEM #      TIME           AMOUNT      DECR.     DATE              ID

0101111   F1R10001   08/02/2000  08/02/2000   E1TEA01    000001   000001    08:51:235      500,000.00          I           08/02/2000
0101111   F1R10002   08/02/2000  08/02/2000   E1TEA01    000001   000002    08:51:235      500,000.00          I           08/02/2000
0101111   F1R10003   08/02/2000  08/02/2000   E1TEA01    000001   000003    08:51:235      500,000.00          I           08/02/2000
0101111   F1R10014   08/02/2000  08/02/2000   E1TEA01    000001   000004    08:51:235      100,000.00          D           08/02/2000


TOTAL   AUTHORIZATIONS PROCESSED FOR RECIPIENT ID        0101111
TOTAL   INCREASES                              1,500,000.00
TOTAL   DECREASES                                100,000.00
TOTAL   WAREHOUSED                                     0.00


RECIPIENT              ----------    ASAP SEQUENCE NUMBER    --------------    AUTHORIZATION     INCR/    EFFECTIVE    GROUP
  ID       ACCOUNT ID     DATE       DATE     ENDPOINT   SEQ  #   ITEM #      TIME           AMOUNT      DECR.     DATE              ID

0202222   F1R10001   08/02/2000  08/02/2000   E1TEA01    000001   000001    08:51:235      500,000.00        I           08/02/2000
0202222   F1R10002   08/02/2000  08/02/2000   E1TEA01    000001   000002    08:51:235      500,000.00        I           08/02/2000
0202222   F1R10003   08/02/2000  08/02/2000   E1TEA01    000001   000003    08:51:235      500,000.00        I           08/02/2000
0202222   F1R10014   08/02/2000  08/02/2000   E1TEA01    000001   000004    08:51:235      500,000.00        I           08/02/2000


TOTAL   AUTHORIZATIONS PROCESSED FOR RECIPIENT ID        0202222
TOTAL   INCREASES                              1,500,000.00
TOTAL   DECREASES                                      0.00
TOTAL   WAREHOUSED                               500,000.00


TOTAL   AUTHORIZATIONS PROCESSED FOR ALC/REGION            11000001/
TOTAL   INCREASES                              3,000,000.00
TOTAL   DECREASES                                100,000.00
TOTAL   WAREHOUSED                               500,000.00
                                             * * * * * * * END  OF  REPORT * * * * * * * *
```

SECTION 14.7

WAREHOUSED AUTHORIZATIONS PROCESSED REPORT

DESCRIPTION

When the effective date of a warehoused authorization transaction is equal to the current date, the transaction is ready to be automatically processed out of the warehouse. If the effective date falls on a business day, the authorization is applied to the appropriate ASAP account when the system opens on that date. If the effective date is a non-business day such as a weekend or holiday, the authorization is applied when the system opens on the next business day. This report shows all warehoused transactions which have been applied on the date of the report.

SORT SEQUENCE

All authorizations on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

# **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number for authorizations consists of five fields:

Date - the date an authorization transaction was entered in ASAP (but not necessarily certified or applied).

Endpoint - for on-line authorizations, the terminal at which the transaction was posted. For batch authorizations, the number of the program that processed the batch.

Seq # - sequence number, which identifies the transaction entry session at the above terminal (on-line transactions) or the file number (batch transactions) on the above date.

Item # - distinguishes each transaction within a sequence number.

Time - the time at which the transaction was posted on the above date.

# **Incr/Decr** - Increase or Decrease. An '**I**' indicates an increase to the account's available balance, and a '**D**' indicates a decrease.

# **Effective Date** - the date on which the authorization is effective.

- **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for the account affected by the transaction, that Group ID appears here.

- **Stat** - The status of an authorization transaction. An "**A**" indicates that the transaction is approved and has been applied. An "**R**" indicates that the transaction is a decrease authorization that was **rejected** when it became effective because it would have created a negative balance condition for the affected ASAP account.

The following four fields appear after each set of authorization transactions per Recipient ID:

- **Total Warehoused Authorizations Processed for Recipient ID** - Indicates the Recipient ID for which totals are presented, and on the same line, the number of authorization transactions on the report for that Recipient.

- **Total Increases** - The sum of all increase authorization amounts applied on the date of the report for the **preceding Recipient ID**.

- **Total Decreases** -The sum of all decrease authorization amounts applied on the date of the report for the **preceding Recipient ID**.

- **Total Rejected** - The sum of all warehoused authorization amounts rejected on the date of the report for the **preceding Recipient ID**.

The following four fields appear once at the **end** of the report and represent the sum of the Recipient-level information:

- **Total Warehoused Authorizations Processed for ALC/Region** - Indicates the ALC/Region for which totals are presented, and on the same line, the number of authorization transactions on the report for that ALC/Region.

- **Total Increases** - The sum of all increase authorization amounts applied on the date of the report for the **ALC/Region**.

- **Total Decreases** - The sum of all decrease authorization amounts applied on the date of the report for the **ALC/Region**.

- **Total Rejected** - The sum of all warehoused authorization amounts rejected on the date of the report for the **ALC/Region**.

The following page shows the layout of the Warehoused Authorizations Processed Report.

```
RUN DATE: 08/02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS                    PROGRAM: SPPN915N
RUN TIME: HH:MM:SS            WAREHOUSED AUTHORIZATIONS PROCESSED                               PAGE:    1
                                    FOR  CYCLE  DATE 08/02/2000


ALC/REGION:    11000001/     US MONEY1
RECIPIENT             ----------    ASAP SEQUENCE NUMBER    --------------  AUTHORIZATION    INCR/   EFFECTIVE   GROUP
  ID      ACCOUNT ID     DATE      ENDPOINT  SEQ  #   ITEM #     TIME          AMOUNT          DECR.    DATE        ID         STAT

0101111   F1R10007   08/01/2000   E1TEA01     000001  000001   10:11:333     80,000.00             I        08/02/2000                A
0101111   F1R10008   08/01/2000   E1TEA01     000001  000002   10:11:333     90,000.00             I        08/02/2000                A
0101111   F1R10009   08/01/2000   E1TEA01     000001  000003   10:11:333    100,000.00             I        02/02/2000                R


TOTAL   WAREHOUSED  AUTHORIZATIONS PROCESSED FOR RECIPIENT ID     0101111        003
TOTAL   INCREASES                          170,000.00
TOTAL   DECREASES                                0.00
TOTAL  REJECTED                            100,000.00


TOTAL  WAREHOUSED   AUTHORIZATIONS PROCESSED FOR ALC/REGION       11000001/      003
TOTAL  INCREASES                           170,000.00
TOTAL  DECREASES                                 0.00
TOTAL  REJECTED                            100,000.00




                                      * * * * * * * * END  OF  REPORT * * * * * * * *
```

SECTION 14.8

AGENCY ACCOUNT TRANSACTION REPORT

DESCRIPTION

The Agency Account Transaction Report shows the latest account profile information for any of your agency's ASAP accounts which have been **created**, **changed**, or **deleted** on the date of the report. A report will be produced for your agency each day any of your agency's accounts are created, changed or deleted within the ASAP system, except when changes are made to account details associated with Control Accounts.

SORT SEQUENCE

All accounts on this report are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

The data on this report comes from the account profiles in ASAP. All fields on the report are described in Chapter 4, Building Accounts, with the exception of **Funding Technique, Review Indicator**, **Agency Review Default Indicator**, **Renewal Frequency**, and **Authorization Renewal Amount**. These four fields refer to future or specialized functionality and are not relevant to most agency users at this point.

The following page shows the layout of the Agency Account Transaction Report.

```
RUN DATE:   08/04/00             AUTOMATED STANDARD APPLICATION FOR PAYMENT                    PROGRAM:  SPPN925N
RUN TIME:   HH:MM:SS                AGENCY ACCOUNT TRANSACTION REPORT                            PAGE :  1
                                      FOR CYCLE DATE 08/02/2000


ACCOUNT STATUS INDICATOR :          O               PYMNT WAREHOUSE IND:      Y
AGENCY LOCATION CODE/REGION:        11000001/
RECIPIENT ID :                        0101111
ACCOUNT ID:                          F1R10001
ACCOUNT DESCRIPTION:                SCHOOL LUNCH
REQUESTOR ID:                        0101234        CREATE DATE:              08/02/2000
GROUP ID:                                           DELETE FLAG:              N
REVIEW INDICATOR:                    S              AGENCY REVIEW DEFAULT INDICATOR:    P
BEGIN DATE:                                         END DATE:
CFDA NUMBER:                                        CMIA INDICATOR:
FUNDING TECHNIQUE:                                  ASAP 1031:                N
TOTAL ESTIMATED GRANT AMOUNT:   $            .00    BUD. PER. END DATE:
RENEWAL FREQUENCY:                                  AUTHORIZATION RENEWAL AMOUNT:     $        .00
CONTROL ACCOUNT FLAG:              N                BOOK ENTRY ADJUSTMENTS FLAG:      N


ACCOUNT STATUS INDICATOR :          C               PYMNT WAREHOUSE IND:      Y
AGENCY LOCATION CODE/REGION:        11000001/
RECIPIENT ID :                        0101111
ACCOUNT ID:                          F1R10001
ACCOUNT DESCRIPTION:                SCHOOL BREAKFAST
REQUESTOR ID:                        0101234        CREATE DATE:              08/02/2000
GROUP ID:                                           DELETE FLAG:              N
REVIEW INDICATOR:                    S              AGENCY REVIEW DEFAULT INDICATOR:    P
BEGIN DATE:                                         END DATE:
CFDA NUMBER:                         01111          CMIA INDICATOR:
FUNDING TECHNIQUE:                                  ASAP 1031:                N
TOTAL ESTIMATED GRANT AMOUNT:   $            .00    BUD. PER. END DATE:
RENEWAL FREQUENCY:                                  AUTHORIZATION RENEWAL AMOUNT:     $        .00
CONTROL ACCOUNT FLAG               N                BOOK ENTRY ADJUSTMENTS FLAG:      N


                                      * * * * * * * *  END  OF  REPORT  * * * * * * * *
```

SECTION 14.9

AGENCY BOOK ENTRY ADJUSTMENT REPORT

DESCRIPTION

The Agency Book Entry Adjustment Report shows all book entry adjustments made to your agency's ASAP accounts on the date of the report. The report will be produced each day there are book entry adjustments entered against your agency's accounts. It will include account details for Control Accounts.

SORT SEQUENCE

All accounts within each adjustment transaction are grouped by Recipient ID and then Account ID.

REPORT FIELDS TO NOTE

- **ASAP Sequence Number** - An identifier assigned by the ASAP system to facilitate tracing each transaction. The ASAP Sequence Number for a book entry adjustment consists of three fields:

  Date - the date the adjustment transaction was posted in ASAP.

  Endpoint - the User ID of the individual posting the transaction via VAN connection, or the terminal at which the transaction was posted via direct dial connection.

  Seq # - sequence number, which identifies the transaction entry session at the above terminal on the above date.

- **Source Logon** - the User ID of the individual posting the transaction.

- **Requestor ID** - The Payment Requestor organization associated with all accounts affected by the adjustment.

- **T.C.** - Transaction Code. A "**D**" indicates a debit to the ASAP account, which **decreases** the available balance, and a "**C**" indicates a credit to the ASAP account, which **increases** the available balance.

- **Amount** - The amount of the debit or credit.

- **Item Number** - A number assigned sequentially to each line item comprising an adjustment transaction.

- **Group ID** - If the optional Group ID was used by the Federal Agency on the profile for the account affected by the transaction, that Group ID appears here.

- **Reason for Adjustment** - If entered by the user making the adjustment, the reason appears on the report below the line items comprising the adjustment.

- **Totals for ALC/Region** - Displays the ALC/Region of the Federal Agency whose accounts have been adjusted, followed by a count of the adjustment transactions (i.e., not the line items) appearing on the report.

- **Total Adjustments** - The total amount of funds moved in the adjustments shown on the report. This is equal to the sum of all debit amounts or credit amounts on the report.

The following page shows the layout of the Agency Book Entry Adjustment Report.

```
RUN DATE: 08/02/00                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS                 PROGRAM:  SPPN927N
RUN TIME: HH:MM:SS                       AGENCY BOOK ENTRY ADJUSTMENT REPORT                       PAGE:   1
                                              FOR CYCLE DATE  08/02/2000



ALC/REGION:   11000001/        US MONEY1



            ASAP SEQUENCE NUMBER     SOURCE     REQUESTOR          -------------- ACCOUNTS AFFECTED -------------
DATE        ENDPOINT  SEQ#              LOGON        ID            RECIPIENT   ACCOUNT ID   T.C.   AMOUNT     ITEM

08/02/00    E1QM427V       00001        E1GWW01    1211339         0101111       F1R10001        C       50,000.00      01
                                                                               SUBACCT 1 C        25,000.00
                                                                               SUBACCT 2 C        25,000.00
08/02/00    E1QM427V       00002        E1GWW01    1211339         0101111       F1R10002        D       50,000.00      02
                                                                               SUBACCT A D        25,000.00
                                                                               SUBACCT B D        25,000.00



REASON FOR ADJUSTMENT:
Drew from wrong account.


TOTALS FOR ALC/REGION:   11000001/
TOTAL ADJUSTMENTS:        $100,000.00



                                        ******************** END OF REPORT *****************
```

SECTION 14.10

ASAP ID DIRECTORY REPORT

DESCRIPTION

The ASAP ID Directory Report contains the names of all ASAP user organizations, along with their ASAP IDs and contact information. It may be used as a reference for Recipient and Requestor IDs when building ASAP accounts. The ASAP ID Directory is automatically generated on the first business day of each month.

SORT SEQUENCE

The ASAP user organizations on this report are grouped by the following categories and in the following order: Recipient Organizations, Payment Requestors, and Federal Agencies. Within each category, the organizations appear in **alphabetical** order.

REPORT FIELDS TO NOTE

- **Organization Name** - Taken from the organization's profile in ASAP.
- **ASAP ID** - For Recipient Organizations, this column contains the Recipient ID; for Payment Requestors, the Requestor ID; and for Federal Agencies, the ALC/Region.
- **Primary Contact** - The individual at the organization designated as the point of contact for ASAP-related issues.
- **Primary Phone** - The phone number of the Primary Contact.

The following pages show the layout of the ASAP ID Directory Report.

```
RUN DATE: 08/02/2000      AUTOMATED STANDARD APPLICATION FOR PAYMENTS                 PROGRAM: SPPQ952N
RUN TIME: HH:MM:SS                 ASAP ID DIRECTORY REPORT                                PAGE:    1
                                    RECIPIENT ORGANIZATIONS
                                   FOR  CYCLE  DATE 08/02/2000


ORGANIZATION NAME               ASAP ID             PRIMARY CONTACT            PRIMARY PHONE

ACME ADMIN.                      0055123             WILEY E. SMITH              (777) 555-5555
APPLE SERVICES, INC.            4456789             BARBARA GATES              (988) 555-2222
DUKE U                           6501234              JOHN WINN                  (601) 777-3333
OKLAHOMA U                       1255555              ANITA FIELDS               (405) 444-5432
STANFORD U                       9967676              SAM HILL                   (765) 909-9999
WILLIAM & MARY COLLEGE          5522334             THOMAS JONES               (540) 222-4444

                       * * * * * * * * *   MORE DATA TO FOLLOW   * * * * * * * * *
```

```
RUN DATE: 08 /02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS                  PROGRAM: SPPQ952N
RUN TIME: HH:MM:SS                   ASAP ID DIRECTORY REPORT                                 PAGE:    2
                                       PAYMENT REQUESTORS
                                    FOR  CYCLE  DATE 08/02/2000


ORGANIZATION NAME                    ASAP ID              PRIMARY CONTACT              PRIMARY PHONE

ACME ADMIN.                          0070070              WILEY E. SMITH               (777) 555-5555
APPLE SERVICES, INC.                 4444444              BARBARA GATES                (988) 555-2222
DUKE U                               6543210              JOHN WINN                    (601) 777-3333
FLORIDA STATE TREASURERS             7060504              BURT BEELER                  (255) 256-7890
OKLAHOMA U                           1234567              ANITA FIELDS                 (405) 444-5432
STANFORD U                           9988776              SAM HILL                     (765) 909-9999
WEST VIRGINIA TREASURERS OFFICE      8885555              LINDA SIZE                   (967) 564-7382
WILLIAM & MARY COLLEGE               5566778              THOMAS JONES                 (540) 222-4444

                        * * * * * * * * *   MORE DATA TO FOLLOW   * * * * * * * * *
```

```
RUN DATE: 08 /02/00          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          PROGRAM: SPPQ952N
RUN TIME: HH:MM:SS                  ASAP ID DIRECTORY REPORT                         PAGE:    3
                                       FEDERAL AGENCIES
                                  FOR  CYCLE  DATE 08/02/2000


ORGANIZATION NAME                  ASAP ID          PRIMARY CONTACT          PRIMARY PHONE

DEPT. OF ENERGY                    89008901         DAVID YOUNG               (555) 777-5555
DEPT. OF ENERGY                    89008902         BARBARA HODGE             (999) 555-1111
DEPT. OF ENERGY                    89008909         TOM LEWIS                 (888) 999-2000
DEPT. OF ENERGY                    89008924         JANE WILLIAMS             (603) 444-2323
ENVIRONMENTAL PROT. AGENCY         68128933         BEN HALL                  (255) 556-8888
FOOD & CONSUMER SERVICES           12350001/04      SHELLY BOWMAN             (768) 999-1000
SOCIAL SECURITY ADMINISTRATION     28040001         ELLEN ADAMS               (501) 888-4444


                        * * * * * * * * *   MORE DATA TO FOLLOW   * * * * * * * * *
```

CHAPTER 15:

ACCOUNTING

FOR

ASAP

TRANSACTIONS

PURPOSE

This section is written in support of the Treasury Financial Manual Part 2-Chapter 2-3300, Reports of Agencies for which the Treasury Disburses (SF-224). It is intended to provide guidance to Federal Agencies in the monthly reporting of their ASAP transactions on the SF-224 Statement of Transactions.

RELEVANT ASAP REPORTS

As discussed in the Receiving Automatic Reports chapter of this Guide and summarized below, Federal Agencies receive the SF 5515 Debit Voucher, SF 215 Deposit Ticket, and the Agency Payment Reports reflecting payment activity against their ASAP accounts. These reports, delivered to the agency via mainframe connection, Fedline terminal, or automated fax, provide the information to be reported on the SF 224.

SF-5515 DEBIT VOUCHER

At the end of each business day on which **payments** have settled against an agency's ASAP accounts, the Federal Reserve Bank of Richmond reports a summary debit amount to the agency's ALC in the CA$HLINK system. This summary debit amount is reported to the affected Federal Agency on the automatically generated Debit Voucher Report (SF 5515) from the ASAP system.

The Debit Voucher Report reflects the total amount of payments made by ASAP for an ALC. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the Debit Voucher Report. **The figures at the ALC level should be reported on the agency's SF-224, Statement of Transactions**.

SF 215 DEPOSIT TICKET

Similarly, at the end of each business day on which **returned payments** have been classified back to an agency's ASAP accounts, the Federal Reserve Bank of Richmond reports a summary credit amount to the agency's ALC in the CA$HLINK system. This summary credit amount is reported to the affected Federal Agency on the automatically generated Deposit Ticket Report (SF 215) from the ASAP system.

The Deposit Ticket Report reflects the total amount of returned payments classified to accounts associated with an ALC for a particular day. If there are multiple Regions within an ALC, the sum of the totals for all the Regions will be the figure on the Deposit Ticket Report. **The figures at the ALC level should be reported on the agency's SF-224, Statement of Transactions**.

AGENCY PAYMENT REPORT

The ASAP transactions supporting the SF-215 and SF-5515 documents are reported to the affected Federal Agency on the Agency Payment Report, which is generated on days when payment transactions settle or when returned payments are classified to the agency's ASAP accounts. The Agency Payment Report provides agencies with the lowest level of detail in the ASAP system. The report was designed to assist Federal Agencies in their reconciliation and classification of ASAP transactions at the ALC/Recipient ID/Account ID levels.

REPORTING ASAP TRANSACTIONS ON THE SF-224

Each Agency must report its ASAP transactions on the monthly Statement of Transactions, SF- 224, using the cumulative data from the SF-215 and the SF-5515. If multiple Federal Agency offices use the same ALC, that ALC's accounting address, typically the Agency's Headquarters, is responsible for the preparation of the monthly SF-224. If each Federal Agency office uses a unique ALC in ASAP, then each Federal Agency office must prepare its own SF-224. The SF-224 must be submitted no later than the 5th business day of the month following the end of the accounting period via the Government On-line Accounting Link System (GOALS).

Instructions for reporting ASAP transactions on the SF-224 appear below, followed by an example.

INSTRUCTIONS FOR THE SF-224

Heading of Form - The heading of the SF-224 will show: (1) the department or agency (2) the bureau or office. (3) the location (mailing address) of the reporting office, (4) the ALC, and (5) the accounting period ended. With respect to item 4, remember the **Federal Agency is to use the same ALC it uses in ASAP**.

SECTION I - Classification of Disbursements and Collections by Appropriation, Fund, and Receipt Account. In this section the Federal Agency must classify by individual appropriation, fund, or receipt account of all ASAP related SF-5515 Debit Voucher disbursement documents and actual collections received during the month for deposit on the SF-215.

< **Column 1 -Appropriation, Fund, or Receipt Account** - Enter in this column the established symbol of the appropriation, fund or receipt account for which the transactions are being reported.

< **Column 2 - Receipt and Revolving Fund Repayments** - Enter in this column collections to the fund or receipt account.

< **Column 3 - Net Disbursements** - Enter in this column charges to the appropriations. **ASAP transactions should be reported in this Column**.

- **Column Totals** - Net totals for columns 2 and 3 in blocks provided for this purpose.

- **Net Total, Section I** - Enter in this block the net total of column 3 minus column 2.

SECTION II - Control Totals of Disbursements and Collections. ASAP payments are charged directly to the Federal Agency's ALC by the Federal Reserve Bank of Richmond and are not treated as RFC disbursements on the SF-224 in Section II.

- **Line 1 - Total Payments** - Used to report payments disbursed by Treasury RFCs, **not** payments made by ASAP.

- **Line 2 - Deduct Collections Received** - ASAP payments reported by the Federal Reserve Bank of Richmond are treated as an **offset to collections** or a **minus collection** and are reported in Section II, line 2.

SECTION III - Status of Collections - This section discloses the status of actual collection deposit and debit voucher activity as well as the balance of undeposited collections at the beginning and end of the period.

ASAP Debit Voucher and Deposit Ticket amounts should be included in the totals reported in SECTION III. **The ASAP Debit Voucher will reduce the total amount reported as collections.** The ASAP transactions reported in SECTION III should be classified by appropriation or fund account in SECTION I.

- **Line 1** - Enter all collections on hand as of the close of the prior month. This amount must be the same as that reported on line 4, Section III, of the prior month's report. Any balance on line 1 of Section III that does not agree with the balance on line 4 for the preceding month will be rejected by the GOALS system.

- **Line 2** - Enter the total amount of collections received, net any uncollectible items related adjustments for the current accounting month. Include the **summary of all ASAP transactions** reported by the FRB of Richmond according to the settlement date as represented on the SF-215, less related SF-5515 amounts.

- **Line 3** - Again, include the summary of all ASAP transactions reported by the FRB of Richmond according to the settlement date as represented on the SF-215, less related SF-5515 amounts.

- **Line 4** - Enter the net total of lines 1 and 2, less line 3.

Note: all Negative figures should be identified and entered as a minus sign (-).

EXAMPLE

SAMPLE TRANSACTIONS:

During the month of August 2000, the following transactions occurred for ALC 11000001.

[A] ALC 11000001 is charged for $10,000 for administrative payments which are confirmed by the Regional Finance Center through GOALS.

[B] ALC 11000001 receives a collection of $3,000 which is confirmed with an SF-215 Deposit Ticket.

[C] ALC 11000001 is charged for $500,000 for ASAP payments which are confirmed by the Federal Reserve Bank of Richmond with a SF-5515 Debit Voucher.

A sample SF-224 reporting the above transactions appears on the next page.

EXAMPLE

SAMPLE SF-224

STATEMENT OF TRANSACTIONS (SF-224)
FOR THE PERIOD ENDING: 08/31/00

DEPARTMENT OF UNITED STATES MONEY
BUREAU OF DOMESTIC ASSISTANCE
1600 MAIN STREET
WASHINGTON, DC 20227

AGENCY LOCATION CODE: 11-00-0001

SECTION I

APPR., FUND, OR RECEIPT ACCOUNT (1)	RECEIPTS AND REVOLVING FUND REPAYMENT (2)	NET DISBURSEMENTS (3)
1261801		10,000.00
1261111	3,000.00	
1262222		500,000.00
TOTALS	3,000.00	510,000.00
NET TOTAL, SECTION I		507,000.00

SECTION II

1. ADD PAYMENT TRANSACTIONS ACCOMPLISHED:

THIS MONTH	10,000.00	
PRIOR MONTH	0.00	
TOTAL PAYMENTS		10,000.00
2. DEDUCT COLLECTS RECEIVED		-497,000.00
3. NET TOTAL SECTION II		507,000.00

SECTION III

1. BALANCE OF UNDEPOSITED COLLECTIONS, CLOSE OF PRECEDING MONTH	0.00	
2. ADD: COLLECTIONS RECEIVED THIS MONTH		-497,000.00
3. DEDUCT DEPOSITS PRESENTED OR MAILED TO BANK		
THIS MONTH	-497,000.00	
PRIOR MONTH	0.00	
TOTAL DEPOSITS PRESENTED OR MAILED TO BANK		-497,000.00
4. NET TOTAL, SECTION III		0.00

DATE **SIGNATURE/TITLE**

APPENDIX 1:

SCREEN/REPORT FIELD DESCRIPTIONS

FIELD TITLE	**DESCRIPTION**
Accepted Authorization Amount	Shows the total dollar amount of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Accepted CNT	Shows the number of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Account Description	This required free form entry field with a 30-character alphanumeric maximum describes the account.
Account Detail ID	A 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.
Account ID	The level at which a Federal Agency controls the flow of funds. This control may be **at** program level, **below** program level, or **above** program level. This up-to-20-character alphanumeric account identifier is assigned by the Federal Agency.
Account Status Indicator	This 1-character alpha field indicates if the account is open (O), suspended (S), or closed (C). This field defaults to O if left blank.
Action	This required 1-character alpha field, is used to designate the desired screen activity. The available actions are displayed, and the available actions vary for the different functions within ASAP. In this field, the user has the option to: Add (A), Change (C), Delete (D), Inquiry (I), Post (P), Validate (V), Refresh (R), Jump (J), Escape (E), Cancel or Certify All (A).
Adjustment Reason	An optional description of the adjustment entered by the user of up- to-3 lines of 50 characters each, used to identify the reason for a Book Entry Adjustment.
Adjustment Reference Number	An optional identifier from 1 to 15 characters which may be assigned to a book entry adjustment.
Agency Location Code	This required 8-digit numeric field is the Agency Location Code of the Federal Agency.

FIELD TITLE	DESCRIPTION
Agency Reference Number	This optional free-form 15-character alphanumeric field may be entered at either the Authorization Entry Prompt or Authorization Entry screen. The Agency Reference Number may be entered to annotate each page of authorization transactions as they are entered in to ASAP.
All	May be used on the Certify On-Line Authorization Prompt to indicate that the user would like to view all authorizations entered on-line that are awaiting certification.
Allow Book Entry Adjustment Indicator	May be used by the Federal Agency to indicate whether the account may have Book Entry Adjustments made against it. Defaults to Y.
Amount Requested	The amount of funds needed for each desired Account ID displayed. This required field may not exceed $999,999,999.99 for Fedwire payments, $99,999,999.99 for ACH payments.
ASAP 1031 Indicator	Used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire message by an authorized financial institution.
ASAP ID	A 7 to 10 position number used to identify an organization in ASAP. For Federal Agencies, this is the 8-digit ALC or the 10-digit ALC/Region. For Payment Requestors, this is the 7-digit Requestor ID. For Recipient Organizations, this is the 7-digit Recipient ID. The ASAP ID is required at initial sign-on at the ASAP Main Menu.
ASAP Sequence Number	A system-generated sequence number assigned to payment requests and book entry adjustments.
Authorization Amount	The dollar amount of the authorization for each desired account. This amount is not to exceed $99,999,999,999.99.
Authorization Date From and To	Entered on the Certify On-Line Authorization Prompt to specify that the user would like to view authorizations entered on-line during the specified period of time.
Authorization Sequence Number	This system-generated field is a unique identifier, assigned by ASAP to each page of authorization transactions upon posting. It identifies the date of entry, the terminal of entry, the session number, and the time of posting.

FIELD TITLE	DESCRIPTION
Available Balance	This system-generated field contains the Available Balance, which is the net of all activity against the account. It includes the Cumulative Authorized Amount, plus returned payments, plus book entry credits, minus approved payment requests, minus book entry debits.
Begin Date	May be used by the Federal Agency to indicate on the Account Profile the date on which the grant period starts.
Budget Period End Date	Allows the Federal Agencies to record at their discretion the date up to which expenses related to this program may be incurred by the Recipient. This field is for information only; the date specified here has no effect on whether or not payment requests against an account in ASAP are approved by the system.
Cash on Hand	This optional field allows the user to indicate the amount of Federal Agency funds that the Requestor has in its bank account. This amount is not to exceed $999,999,999.99.
Certified Authorization Amt	Total dollar amount of increase and decrease authorization transactions that were certified and will update the available balances of the affected ASAP accounts.
Certified CNT	Number of increase and decrease authorization transactions that were certified.
CFDA Number	There is a 5-digit CFDA number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.
CMIA Indicator	May be used by the Federal Agency to specify on the Account Profile whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).
Control Account Indicator	May be used by the Federal Agency to specify whether Account Details will be added to an account. If this indicator is set at Y, the ASAP 1031 indicator may not be set at Y. Defaults to N if not specified.

FIELD TITLE	DESCRIPTION
Create Date	This field indicates the date on which the account was created by the Federal Agency.
Cumulative Authorized Amount	This is the net of all authorization activity for this account. It equals increase authorizations, minus decrease authorizations. This field is system generated.
Days on Review	This field on the Review Payment Request List indicates the number of days the payment request has been awaiting agency review.
Decrease Avail Bal By Amount	The amount of money moved **out** of an ASAP Account by a Book Entry Adjustment transaction.
Del Method	The Delivery Method field (abbreviated "DEL METH") on the Review Payment Request List screen indicates the type of delivery (A for ACH or F for Fedwire) requested for the payment.
DUNS	A DUNS number is a universal identifier assigned by Dunn and Bradstreet to uniquely identify organizations involved with electronic commerce.
Effective Date	This field contains the date that the authorization will be effective. This field is in the standard date format (MM/DD/CCYY). The Effective Date may be the current date, any previous date, or a date up to 1 year and 1 day in the future.
End Date	May be used by the Federal Agency to indicate in the Account Profile the date on which the grant period ends. When an End Date is entered on an Account Profile, the End Date must be greater than or equal to the current system cycle date. If an End Date is indicated on an Account Profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
File ID	The File ID consists of the FILE NUMBER and CYCLE DATE. Users may specify a File ID in order to view a specific batch file of authorizations that is awaiting certification, rather than specifying a File Transmission Date range on the Certify Batch Authorization Prompt screen.

FIELD TITLE	DESCRIPTION
File Transmission Date and To	By entering a date range in the File Transmission Date From and From To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorizations transmitted to ASAP during the time period specified that are awaiting certification.
Frequency	May be used by the Federal Agency to set the time frames for a maximum draw amount. The time frames can be set at daily, monthly, quarterly, and/or total frequencies.
Group ID	This optional field entered on the Account Profile by the Federal Agency contains the group identifier that links two or more accounts.
I/D	This required 1-character alpha field indicates whether the authorization amount will be an increase (I), or a decrease (D) to the available balance. Available balances cannot be decreased below zero.
Increase Avail Bal By Amount	The amount of money moved **into** an ASAP account.
ITM#	This system-generated field contains the item number assigned by ASAP to each transaction upon posting that distinguishes each transaction within a sequence number. Item numbers are assigned to authorization, payment and book entry adjustment transactions.
Mainframe Indicator	If a pseudo ABA appears on a Federal Agency profile, this field indicates whether that pseudo ABA represents a mainframe connection or a PC with Fedline software. Y for Yes means that the pseudo ABA is for a mainframe, N for No means that the pseudo ABA is for a Fedline device.
New Password	This field allows the user to change their password. At the first sign on the user is required to change their password. Thereafter, the user can use this field to change their password whenever they desire.

FIELD TITLE	DESCRIPTION
Organization Access Code (OAC)	The OAC is a password for organizations assigned by ASAP. It is used in conjunction with the ASAP ID when signing on at the ASAP Main Menu.
Password	The password is unique to each individual user. It must be entered in conjunction with an individual=s User ID when signing on to the system.
Payment Warehouse Indicator	May be used by the Federal Agency to allow or prevent payments against the ASAP account from being warehoused for settlement beyond one business day. An indicator of Y allows payment warehousing, and an indicator of N prohibits warehousing from that particular account.
Pseudo ABA	An ABA Number is a 9-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminals or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.
Recipient ID	This required 7-digit numeric field identifies the Recipient Organization. Recipient IDs are generated by ASAP when the Recipient Organization profile is created by the RFC.
Region	This optional 2-digit alphanumeric field may be used in conjunction with the ALC as a designator for the Region of the Federal Agency.
Report Delivery Method	On the Federal Agency profile, there are three fields for Report Delivery Method. These fields indicate how Payment-related reports, Authorization-related reports and Account-related reports are to be delivered to the Agency. Report Delivery Methods are P for Paper, F for Fax or B for Bulkdata.
Req Settle Date	On the Review Payment Requests List screen, this field indicates the date of delivery requested for the payment.
Requestor ID	This required 7-digit numeric field identifies the Payment Requestor. Requestor IDs are generated by ASAP when the Payment Requestor profile is created by the RFC.

FIELD TITLE	DESCRIPTION
Requestor Reference Number	This optional 15-character alphanumeric field allows the user to identify the payment request. A single Requestor Reference Number may be assigned to summary payment requests; separate Requestor Reference Numbers may be assigned to individual payment requests.
Runtime Password	This is the password associated with CQ software. It is set to a user-selected password when the software is installed. The user is then prompted for this password after entering the #dial command at the C:\ prompt to begin dialing in through CQ.
Select	A number of ASAP screens contain a Select field (sometimes abbreviated SEL or S). On Inquiry screens, the user enters S in the Select field to navigate to view detail on a particular item.
Settlement Date	This required field contains the date when the actual transfer of funds from ASAP to the Requestor's bank occurs. If you are requesting an ACH payment (summary or individual), the settlement date must be either the next business day or a business day up to 32 calendar days from the current cycle date. If you are requesting a Fedwire payment (individual payment only), the settlement date must be equal to the current cycle date. The data entered in this field must be in MM/DD/CCYY format.
STA	A number of ASAP screens contain a Status field. For authorization-related screens, valid statuses are U for Uncertified, A for Approved, R for Rejected, D for Deleted, and W for Warehoused. For payment transaction-related screens, valid statuses are A for Approved, H for Held (awaiting Agency Review), W for Warehoused, R for Rejected, or C for Canceled.
Template Name	This required maximum 10-character alphanumeric field contains the name of the Payment Requestor’s template to be added, changed, deleted, or used to make a Template Payment Request.
Threshold	May be used by the Federal Agency to set the amount at or above a certain dollar amount and determines which payments requests will be forwarded for Agency Review.
TIN	A Taxpayer Identification Number (TIN) is a 9-digit number used for tax reporting.

FIELD TITLE	DESCRIPTION
Total Amount Requested	For summary payments, the user must specify the total amount requested (positive draws less negative draws).
Total Estimated Grant Amount	May be used by the Federal Agency to indicate on the Account Profile the estimated total grant award.
Type of Payment	In this required 1-character alpha field, you will enter "I" for individual payment(s), or "S" for a summary payment.
USERID	The USERID is a required field and is unique to the individual user.

APPENDIX 2:

GLOSSARY

Account Balance - The amount of funds in an account against which payment requests may be made. Also called Available Balance.

Account Profile - Federal Agencies create account profiles. The profile contains the ALC, Recipient ID and Account ID combination which makes the account unique. The account profile also contains the Requestor who may make payment requests against that account, and other information about the account, such as the grant period, the CFDA number, and whether the account is covered by CMIA.

Account Statement - Users may inquire on an account using Account Statement Inquiry to see all transactions that have been made against that account for a 93-day period.

Account - An account is the unique combination of the Federal Agency's Agency Location Code (ALC), Recipient ID, and Account ID. There cannot be more than one account within ASAP containing the same values.

ACH - See Automated Clearing House.

Agency Location Code (ALC) - An ALC is an 8-digit number used to identify a Federal Agency.

Agency Review - The Federal Agency has the option of setting a threshold amount for all their accounts, all the accounts for a single Recipient Organization, or one account. Any payment requests in an amount equal to or greater than the threshold amount are forwarded to the Federal Agency for review.

ASAP ID - This 7 to 10-digit field is used to identify an organization in the ASAP system. Requestors and Recipients have a 7-digit number that is generated by the ASAP system; Federal Agencies use their ALC or their ALC/Region as their ASAP ID.

Authorization - An authorization is established for each account by the Federal Agency responsible for the account. The authorization advises recipients of the amount of Federal financial assistance available for a particular program for a specified period of time.

Automated Clearing House (ACH) - ACH is a method of funds transfer that allows Requestors to receive funds on either the next business day or a business day up to 32 calendar days in the future, after the date of the payment request.

Bulkdata - Bulkdata is the file transfer utility used by the Federal Reserve Bank. This is the utility used for Federal Agencies to submit batch files of account and authorization transactions to ASAP, as well as the utility used to deliver reports to Federal Agency mainframe connections and PCS running Fedline software.

CA$HLINK - A global cash concentration and financial reporting system used to manage the collection of government revenues, and to report balances to Federal Agencies.

CFDA - Catalog of Federal Domestic Assistance - There is a 5-digit CFDA number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.

Classified Returned Payment - A Classified Returned Payment is a returned payment that has been identified and restored to the account from which the funds were originally requested. The RFC handles classifying returned payments. Federal Agencies are advised by printer notification when a returned payment has been classified to one of their accounts; returned payments are also shown on the Account Statement and the Agency Payment Report.

Control Account - A Control Account allows the Agency to associate up to 300 Account Details with each account. The Agency funds the accounts at the account level and the payment requests and accounting are done at the detail level.

CQ/3270 - This software package allows the Federal Agencies, RFCs and EBT Processors to access all on-line functions of ASAP.

Cycle Date - The cycle date is the current system date. The cycle date is displayed in the upper left-hand corner of the screen when the user is on-line with ASAP.

Federal Agency (FA) - Federal Agencies provide funds to Recipient Organizations for various Federal programs. Federal Agencies establish accounts and spending authorizations in ASAP for their programs and recipient organizations.

Federal Reserve Bank (FRB) - The Federal Reserve Bank of Richmond developed the ASAP system along with FMS. The FRB is responsible for assigning terminal IDs, individual logon IDs and passwords; the FRB also provides encryption devices and software to access the ASAP system.

Fedline - Fedline is FRB software that allows Federal Agencies to transmit batch files and receive reports from ASAP. No on-line functions of ASAP can be accessed through Fedline.

Fedline/3270 - This is a combination software package that allows users to access on-line functions of ASAP, as well as to transmit batch files and receive reports from ASAP.

FEDWIRE - FEDWIRE is a same-day payment mechanism. If a Requestor makes a payment request with the current cycle date as the settlement date, the payment is made within minutes of the receipt of the approved payment request via FEDWIRE. FEDWIRE is also called FUNDS.

Function Keys - Allows the user to navigate between screens in ASAP. The standard function keys are:

F2=EXIT - to log off of ASAP
F3=PRMT - to return to the previous prompt screen
F4=MENU - to return to the previous menu
F5=MAIN - to return to the Main Menu
F7=PGUP - to move to the previous page of data
F8=PGDN - to move to the next page of data

FUNDS - See FEDWIRE.

GOALS (Government On-line Accounting Link System) - An on-line system that enables agencies to submit their monthly reports to Treasury.

Individual Payment - An Individual Payment means that there will be separate transfer of funds to the Requestor's bank account for each ASAP Account from which funds are requested. Using either type of payment request process (Master or Template), the Payment Requestor can request Individual Payments for each payment request made. Individual Payments may be made either through FUNDS or ACH payment mechanisms.

Master Payment Request - A Master Payment Request allows the user to build a master list of accounts from which the user organization may draw, by specifying Agency Location Code and Recipient ID combinations on the prompt screen. The Payment Requestor can page through the list and request funds from the desired accounts.

Maximum Draw Amount - The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw lifts for some or all of their accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.

Organization Access Code (OAC) - The OAC is a password for organizations. It is used in conjunction with the ASAP ID when signing on at the ASAP Main Menu.

Payment Requestor - A Payment Requestor is any entity that has the authority to initiate payment requests for Recipient Organizations. A Payment Requestor may initiate payment requests for other organizations, and the Payment Requestor may be a Recipient Organization.

Pseudo ABA - An ABA Number is a nine-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminals or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.

Recipient - See Recipient Organization.

Recipient Organization - A Recipient Organization is any entity that uses the funds disbursed by ASAP based on payment requests made by Payment Requestors.

Regional Financial Center (RFC) - The Regional Financial Centers are part of the Financial Management Service. The RFCs handle enrollment, provide user support, and process returned payments.

Requestor - See Payment Requestor.

Returned Payment - A Returned Payment is a payment received by the ASAP system. Recipients/Requestors may return funds to ASAP through their financial institution via FEDWIRE or ACH. Returned Payments are monitored by the RFC and are classified to the proper ASAP account, or they are reversed back to the sending financial institution if the funds cannot be identified.

Reversed Returned Payment - If a Returned Payment is received and cannot be identified, the RFC can reverse (send back) the payment to the originating financial institution.

Settlement Date - The date that funds will be transferred to the Payment Requestor's financial institution. The Settlement Date for ACH payments is the next business day or a date up to 32 calendar days in the future; the Settlement Date for FEDWIRE payments is the current date.

Summary Payment - A summary payment allows the user to request funds from multiple ASAP accounts, and receive one transfer of funds. Using either type of payment request mechanism (Master or Template), the Payment Requestor can have all payment requests rolled into one Summary Payment. Remittance information for each account from which funds were requested is contained in the addenda records of the ACH payment. Summary Payments may be made either through FUNDS or ACH payment mechanisms.

Suspense Account - This is a special account in ASAP that receives all returned payments. This account is monitored by the RFC.

Template - Payment Requestors can store account information on a template to facilitate requesting funds on a regular basis from a number of accounts.

Template Payment Request - A Template Payment Request allows the Payment Requestor to request funds from a set of accounts stored on a template previously created.

User ID - Each individual user of ASAP is issued a User ID. Your User ID gives you access to specific functions within the ASAP system.

APPENDIX 3:

TROUBLESHOOTING GUIDELINES

TROUBLESHOOTING

In this appendix, errors that can be corrected by the user will be explained, and the steps in correcting the errors will be given. The errors/error messages are listed alphabetically.

There may be times when an error is not one that the user can correct. Such errors are:

User ID suspended
User ID suspended for password violations
User ID revoked
ACF2 Security Violation

In these cases, the user must call their servicing Regional Financial Center.

If you are unable to correct a problem using these guidelines, or if you experience a problem for which a solution is not provided in this chapter, please contact your servicing RFC at the number provided on the last page of Chapter 1 of this guide.

Difficulty establishing and/or maintaining a connection - Please refer to the installation procedures in Chapter 1 of this guide. Make sure that you have the proper COM port specified, and the proper modem type selected, using the INSTALL feature of your CQ software.

Invalid Syntax - If you get this message on the FRAS screen, this means that you have incorrectly entered the logon command. The correct logon commands are:

--to access test, the logon command is **LOGON APPLID (P1UAIMCV)**
--to access production, the logon command is **LOGON APPLID (P1UAIMPX)**

Be sure to type the commands exactly as written above, with spaces and parentheses. The logon commands are not case sensitive (they may be typed in either upper case or lower case letters).

Keyboard seems inoperative - First check to see if Press RESET is displayed in the Status line. If so, press the CTRL key on the left side of your keyboard. If Press RESET is not displayed in the Status line, press the **Tab** key because the cursor may be in a protected field. Pressing the **Tab** key will move the cursor to the next enterable field. If none of these things work, press **Pause** or **Break**. At the blank screen, type **/for signon**, then re-access the system.

Lost or forgotten the runtime password for your CQ software - You must re-install the CQ software using the instructions in Chapter 1 of this guide. Please be sure to select the correct modem type, COM port and edit the telephone number as needed after you have re-installed the software.

New Password is not Minimum Length - Passwords must be a minimum of 6 characters.

New Password Matches Previous Password and Is Rejected - You can't pick a password that you have used any of the last 6 times that you selected a password.

Password Expired - Passwords expire every 30 days. Enter your User ID, your old password in the Password field, and a new password in the New Password field. The New Password must be 6-8 characters in length and cannot be the same password used any of the previous 6 times that the user changed the password. You will also get this message if you have typed your user ID and a temporary password assigned by the FRB and hit **Enter** without specifying a new password. This is your prompt to select a new password.

Password Not Matched - You have entered a password that does not match what you had previously selected as your password. Retype the correct password in the password field and hit **Enter.**

Press RESET - To clear this message from the status line, press the CTRL key on the left side of your keyboard.

SIGN COMMAND REQUIRED (Timed out) or IDLE PASSWORD REVERIFICATION REQUIRED - You've been timed out and you need to sign back on. Press the **Pause** or **Break** key to clear the screen and type **/for signon**.

Status Line shows DIS, PRB, IDL or DSR NOT ON (upper right hand corner during dialing, lower right hand corner after connection established) - You have either experienced a problem with your connection attempt or lost your connection. Disconnect and return to the CQ Main Menu by pressing the Esc key twice. On the CQ Main Menu, you may choose option 4 to re-establish connection to host, or option 6 to disconnect and exit the CQ software.

TERMINAL IN RESPONSE MODE - PRESS PA1 OR PA2- You may see this message after you sign on with your user ID and password, after exiting following a lengthy display of the "Wait for Reply" status. To get out of response mode, press the **Alt** and the **F1** keys together. You will be returned to an ASAP screen, either the screen on which you received the "Wait for Reply" message or the screen that you were attempting to navigate to. However, you must log off and then log on again. To do so, hit **Pause** or **Break** to get to a blank black screen. Type **/rcl** and press **Enter**. This will return you to the FRAS screen. You may log back on from this point.

> ***Please note:*** if you were attempting to post a transaction when the Wait for Reply/Response Mode problem occurred, please inquire on the transaction. **DO NOT ASSUME** that the transaction posted or did not post.

If this procedure does not get you out of Response Mode, or if you are repeatedly finding yourself in Response Mode, please contact your servicing RFC. Be prepared to provide your CQ software's node name (this is printed on the encryption device; it is also displayed as the first eight characters in the lower left hand corner of your screen when you are connected using the CQ software), what screen you were on and what action you were attempting to process when the problem occurred.

Wait for Reply - This message usually briefly appears when the system is processing an action that you have entered. If this message appears for more than a minute or two, you may be experiencing a problem. If this message appears for several minutes, you are probably in response mode. Disconnect and return to the CQ main menu by pressing the Esc key twice. On the CQ Main Menu, you may choose option 4 to re-establish connection to host, or option 6 to disconnect and exit the CQ software.